## **Youth Volunteer Reference Check Notes**

This sheet is to be used to document reference check calls and should be kept on file in the church office.

Please <u>immediately</u> report items of serious concern to the Rector, Senior Warden, or other appropriate Vestry member.

Reference Name:	ere	ence Checker Name:		
Date Contacted:				
By:   phone   text   email   other     left message  Notes	1.	Reference Name:		
left message   Notes		Date Contacted:		
Reference Name:  Date Contacted:  By:   phone   text   email   other		By: □ phone □ text	□ email	$\Box$ other
Reference Name:		☐ left message		
Reference Name:		Notes		
Date Contacted:				
By: □ phone □ text □ email □ other □ left message	2.	Reference Name:		
☐ left message		Date Contacted:		
· ·		By: □ phone □ text	□ email	□ other
Notes		☐ left message		
		Notes		
		Notes		

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Applicant Name:					
Reference Checker Name:					
1.	Reference Name:				
	Date Contacted:				
	By: $\square$ phone $\square$ text $\square$ email $\square$ other				
	☐ left message				
	Notes				
2.	Reference Name:				
	Date Contacted:				
	By: □ phone □ text □ email □ other				
	☐ left message				
	Notes				