Episcopal Diocese of San Diego

Conducting a Personal Reference Check

Each applicant for church work, paid or unpaid, is asked to list three personal references, excluding former employers or relatives. **The diocese has developed the attached Personal Reference Form, which may be used in contacting each person listed as a reference.**

Since the form is in a letter format, it may be mailed to the applicant's references. Note that several blanks throughout the letter (including one stating the position sought) must be completed before the letter is sent to the reference. If a personal reference form has been mailed and has not been returned within 10 days of mailing, a follow-up call to the reference should be made as a reminder. More commonly, however, an interviewer will contact the references by telephone and use the form as a guide for questions, completing the form (for each reference) with the reference's answers. **A telephone interview is preferable, since it allows follow-up questions.**

Completed reference forms should be kept with the applicant's employment file.