

Attachment IV

Applicant Name: _____

Reference Name: _____

Type of Reference: _____

Contact Number: _____

Investigator Name: _____

Date: _____

QUESTIONS FOR REFERENCES

1. How long have you known the applicant?

2. What is the nature of your association with the applicant?

3. What type of attitude or personality does the applicant have?

4. Is the applicant reliable, honest and dependable?

5. Is the applicant courteous in contacts with others, including attitudes towards different races, religions, and nationalities?

6. Is the applicant mature and responsible?

7. How does the applicant handle problems?

8. Do you believe the applicant makes sound decisions? Please explain.

9. Does the applicant live within the applicant's means?

10. How does the applicant get along with people?

11. What kind of reputation does the applicant have within the neighborhood and with friends?

12. Describe the applicant's social life:

13. What is the applicant's perception of law enforcement, detention officers or telecommunicators?

14. To your knowledge, has the applicant ever been arrested or charged with a criminal offense, or received a traffic citation?

15. Do you believe the applicant can perform this type of work? (Read essential job functions)

16. Would you recommend the applicant for a position in law enforcement?

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17. Do you know of any other person who may know or could tell me more about the applicant?

18. What do you believe are the applicant's strengths and weaknesses?

19. Are there any additional comments you think our agency should know about the applicant?