



Summer Youth Employment Reference Check

Applicant Name: _____

Position/Volunteer: Summer Youth Employment Program

Reference Name: _____

1. What is your title and organization?
2. What company/organization have you worked with the applicant before?
3. How do you know this applicant?
4. To the best of your knowledge, rate the applicant on the following:

	Excellent	Good	Fair	Poor
Punctuality:				
Reliability/Responsibility:				
Interaction with others:				
Ability to follow and carry out directions:				
Ability to work independently:				

5. Is there anything you would like to add that might be of help to us?

Signature: _____

Date: _____

Phone number _____

Email: _____

Please return completed form or any questions to summeryouthemployment@townofchapelhill.org