

Reference Form for Non-Child Care Work

Depending on the ready availability of experienced nannies within an easy commute of your home, you may need to interview applicants who have little or no nanny experience, with the aim of finding a willing and capable newcomer in whom you might develop a fine caregiver. *Some* kind of child care experience is critical, but there are parents and grandparents, teachers, big sisters, little sisters, etc., all of whom may have spent considerable time with children and some of whom will have definite talent.

You can adapt our [Reference Form \[LINK\]](#) to any child care employment; below is a form for checking non-child care employment.

Dates worked (month/year to month/year) ___/___ to ___/___
Name of Company _____
Work location (street address) _____
Name of Supervisor _____
Supervisor's telephone: daytime _____, Evening _____, Best time to call ____
What was your job title? _____ Duties? _____
Your work schedule _____ (full time/part time) Hours & Days _____
Rate of pay \$_____ per _____.

Supplementary Questions to Ask

- What was her title?
- How long did she work there?
- Were you her supervisor throughout that period?
- What were her duties?
- Did she receive training?
- How quickly did she learn?
- How did she respond to supervision?
- Did she supervise others and, if so, how many?
- How did she interact with coworkers?
- How was her attendance? If imperfect, what were the reasons (health, transportation,...)?
- Why did she leave?
- Would you recommend or rehire her?

These questions are phrased to be as objective as possible -- and limited in scope because, in truth, there's only so much time a busy supervisor can give. For those with a name-rank-and-serial-number approach to reference calls, consider

asking your candidate if you'd do better to call that person (or someone else) at home, where he/she can talk more freely.

getting an alternative reference, too, e.g., a co-worker: if the supervisor at work is hostile, that's something to check with the responsive alternative.