DIOCESE OF
FORT WAYNE-SOUTH BEND
SECRETARIAT FOR CATHOLIC EDUCATION

CONFIDENTIAL PASTORAL REFERENCE FORM

Dear _____,

_____ has applied for a position in one of the Roman Catholic Schools in the Diocese of Fort Wayne-South Bend. Your name was given as a reference. Please fill out the form below. If you have additional comments, you can add those on the back of this form. The information you supply will be kept confidential. Return Completed form to the Secretariat for Catholic Education, 915 S. Clinton St., Fort Wayne, IN 46802 or email to csopersonnel@diocesefwsb.org. Thank you for your assistance in the hiring process.

Sincerely,
Carl Loesch
Secretary for Catholic Education

	Excellent	Good	Fair	Poor
General Personality				
Relational Skills				
Ability to work with adults				
Ability to work as a member of a team				
Relationship with children and youth				
Honesty				
Sincerity				
Openness to change/flexibility				
Maturity				
Tact				
Administrative ability				
Sense of Responsibility				
Ability to lead				
Interest in the Catholic Faith (genuine and enthusiastic)				
Theological knowledge				
Knowledge of modern religious education methods				
Neatness and appearance				

Orthodoxy in the Catholic faith				
Ability to accommodate others				

Comments:

Would you recommend him/her for the program? Yes _____ No _____

If no, why not?

Relationship to applicant:

Do you know the applicant personally?

I have known him/her for

Would the applicant be a good religious influence on children in our schools, capable of appreciating and supporting our christian teaching mission?

To the best of your knowledge, is the applicant living a life consistent with the teachings of the Catholic Church in the married or single state as it applied to the applicant?

Do you have any concern regarding the applicant's suitability for working with or around children or young persons?

If yes, why?

Electronic Signature:

Date:

Position:

Address: (street) (city/state) (zip)

Email Address

Telephone Number:
Please give the best number to reach you if follow up is needed