



DLA FMWR
NAF Human Resources Office

Child and Youth Program New Hire Reference Check Information

INSTRUCTIONS: Please provide the name, telephone number, and email address of five references. The first one must be a current or previous supervisor. You must provide an additional two professional references (co-workers/additional supervisors, etc.). The remaining two can be professional or personal references. References from organizations you have volunteered for are considered professional references. If you have no work experience you are unable to provide the requested amount of professional references, please annotate in the Notes section and provide personal references in lieu.

ACKNOWLEDGEMENT: By providing the requested information, you acknowledge a human resources staff member or management official will be contacting the people to obtain information about their opinion concerning your previous experience, workplace conduct, honesty, etc.

New Hire Name:	
New Hire Email:	

Name	Telephone Number	Email Address	Professional	Personal
			Current Supervisor or Past Supervisor (circle one)	

Notes: