

**Fire Department Name**

**Address**

**City, State ZIP Code**

Dept. logo here

**Applicant: Date:**

**Reference: Phone #:**

**Questions to ask reference:**

# Good morning/afternoon. My name is (name) and I am a (your position, i.e. member, chair) of the (department name) Fire Department (Recruitment Committee). (Applicant’s name) has applied as a volunteer and has given your name as a reference. We have a few questions to ask you about (Applicant) that will only take a few minutes. Please let me know if you feel this inquiry is inappropriate or you do not have time to answer our questions. (Would another time be more convenient? What would be a more suitable time to call back?)

* + - How long have you known (applicant’s name)?
		- What is your relationship?
		- Fire service requires thorough and comprehensive training. Do you believe that (name) is able to make this commitment? Why or why not?
		- Could you tell me how (name) **w**ould respond to directions and orders?
		- How would he/she work in a defined role as a team member to complete an assigned task?
		- Does he/she have the ability to show respect and concern for people who may be in a devastating situation?
		- Are there any other things you would like to share about (name)?
		- Will you recommend (name) for admission to membership in the fire department?

Thank you for your information. If you have further comments, my phone number is: