

Ohio Department of Job and Family Services
CHILD CARE EMPLOYEE REFERENCE FORM
Child Care Center / Type A Family Home

I. To be Completed by Employer

Name of Child Care Facility	Name of Applicant	Position Applied For
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Applicants for employment in a child care center or Type A Family Home must provide their employer with three references which attest to the applicant's suitability for employment in a center or Type A Home. These references must be on file before the first day of employment (Rule 5101:2-12-25 and 5101:2-13-25 of the Ohio Administrative Code). The person applying for the position above has given us your name as a reference on their application for employment with our facility. Please complete and return this form to me at my address listed below as soon as possible. All information received will be kept confidential. Thank you for your assistance.

Employer Signature	
Name of Center	
Street Address	
City, State, and Zip Code	Telephone Number

II. To be Completed by Person Giving Reference

1. How long have you known the applicant? _____
2. What is the nature of your association with the applicant (*friend, employee, neighbor, etc.*)? _____
3. In your opinion, is this person suitable for work in a child care facility or Type A Home? **G** Yes **G** No
4. To the best of your knowledge, has the applicant ever been dismissed or asked to resign from a position because of inability to carry out work responsibilities in a child care center? **G** Yes **G** No
5. To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any crimes of violence or had a child removed from their home pursuant to Section 2151.353 of the Ohio Revised Code? **G** Yes **G** No
6. Additional Comments: _____

Signature	Date
Print Name	
Street Address	
City, State and Zip Code	Telephone Number

Note: This is a sample form provided by ODJFS which may be used by centers and Type A Family Homes to meet the requirements of the rules listed above.