

Ohio Department of Job and Family Services
CHILD CARE EMPLOYEE REFERENCE
FOR CHILD CARE CENTER AND TYPE A HOMES

To Be Completed by the Employer			
Name of Applicant		Position Applied For	
Employer Signature			
Print Employer Name			
Name of Center			
Street Address			
City	State	Zip Code	Telephone Number

To Be Completed By Person Providing Reference			
<p>Applicants for employment in a child care center or Type A Home must provide their employer with three references which attest to the applicants 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 OAC). 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 above as soon as possible. All information received will be kept confidential. Please note, references must be from persons not related to the employee.</p>			
1. How long have you known the applicant?			
2. What is the nature of your association with the applicant? (friend, employee, neighbor, etc?)			
(Relative references cannot be accepted.)			
3. In your opinion, is this person suitable for work in a child care facility or type A home?			
<input type="checkbox"/> Yes <input type="checkbox"/> 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?			
<input type="checkbox"/> Yes <input type="checkbox"/> 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 as described in Section 2151.353 of the Ohio Revised Code?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Additional comments			
Print Name			
Street Address			
City	State	Zip Code	Telephone Number
Signature of Person Providing Reference			Date

For References Completed By Telephone	
Who completed the form?	
Signature	Date

This is a sample form provided by ODJFS which may be used by centers and type A homes to meet the requirements of the rules listed above.