



ARIZONA DEPARTMENT OF JUVENILE CORRECTIONS

SAFER COMMUNITIES THROUGH SUCCESSFUL YOUTH

Douglas A. Ducey
Governor

Jeff Hood
Interim Director

Dear: _____

Letter of Reference:

NAME OF APPLICANT: _____

The individual whose name appears above has accepted an appointment with the Arizona Department of Juvenile Corrections and will be occupying a position of public trust. This person is subject to a thorough background investigation, as required by Arizona Revised Statutes.

You were listed on this person's application as a reference. We are interested in determining your opinion as to the applicant's character and ask that you please take a few minutes to answer the questions on the reverse side of this letter. Your response will be kept confidential.

We have a copy of the applicant's Release of Information/Waiver of Liability on file, should you require it.

Your assistance and early reply is appreciated.

PLEASE RESPOND BY MAIL OR BY FAX AS SOON AS POSSIBLE.

Sincerely,

Arizona Department of Juvenile Corrections
Background Investigations Unit
1624 W. Adams
Phoenix, Arizona 85007
(602) 542-5490 Office
(602) 364-3001Fax



ARIZONA DEPARTMENT OF JUVENILE CORRECTIONS

SAFER COMMUNITIES THROUGH SUCCESSFUL YOUTH

Douglas A. Ducey
Governor

Jeff Hood
Interim Director

1. Name of Applicant: _____
2. Which of the following would best describe your affiliation with the applicant?
☐ Family Friend ☐ Personal Friend ☐ Classmate ☐ Coworker
☐ Acquaintance ☐ Neighbor ☐ Other: _____
3. How long have you known the applicant? _____
4. Please evaluate the applicant in the following areas:

	Excellent	Above Average	Average	Below Average	Poor
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assertiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you believe the applicant is a person of good moral character?

6. Do you recommend that we employ the applicant for a career in a public safety agency (Juvenile Corrections) that he/she is applying for? Additional comments are appreciated.

Name: (Please Print) _____

Address: _____

Phone Number: _____

Signature: (By Hand) _____

Date: _____