

APPENDICE OO

CatholicCare

AGENCY FORM: REFERENCE CHECK

Form Number: 5.6/9

Reviewed: February 2012

Contact: Human Resources Manager

Ph. (02) 9390 5377

 form  filing  copy

Two reference checks must be conducted for applicants being considered for recommendation and placement on an eligibility list, PRIOR to finalisation of the selection report.

Name of Applicant:

Referee's Name:

Referee's Phone Number:

Referee's Position:

How long have you known
the applicant?

Referee's relationship to the applic

1. What were the major job responsibilities undertaken by <<applicant>>?

2. What was the major achievements or contributions <<applicant>> made to your unit/organisation?

3. What are the key strengths/abilities of <<applicant>>?

4. In your opinion what areas may they require further development or training?



5. How would you describe their interaction with others (colleagues, clients, managers)?

6. In giving the applicant a task, can you describe the level of supervision required for <<applicant name>>?

7. To your knowledge, has the employee ever received formal, disciplinary advice? (Please provide details)

8. Did the employee have any limitations during the time they performed in the role?

9. Describe the position requirements and the selection criteria to the Referee

How would you describe the applicant's skill and/or experience in relation to the selection criteria? (Transfer selection criteria details from the advertisement).

10. Was there any punctuality or attendance problems during the employment of <<applicant name>>?



11. Given my description of the position that the applicant is being considered for, is there anything else that you think would be relevant and appropriate for us to consider?

12. Would you re-employ the applicant if the opportunity arose? Why or why not?

Thank the referee and inform them that this procedure is confidential and that no feedback will be given directly to the job applicant on the content of the verbal reference check. Indicate that the reference check does not guarantee the applicant will be offered a position.

Checker's Name:	
Checker's Job Title:	
Date:	

