

CONFIDENTIAL
Reference Check Summary Form

Position: _____
 Date of interviews: _____
 Head of Interview Panel: _____
 Interview Panel: _____

Mandatory questions

These questions must be asked when considering external candidates for employment in any position at Geelong Grammar School. The form must also be signed and dated by the staff member responsible for undertaking the reference checks as defined in the guidelines for the Employment of New Staff and Reference Checks.

Please provide a summary of the response to the following questions that must be asked of both the candidate and the referee.

Reference Check Procedures	Responses to questions
Candidate Questions:	
1. Positions at Geelong Grammar School require that staff come into contact with students and/or work directly with students. Have you ever been involved in any incidents or engaged in any behaviour that may be regarded as being inappropriate or which would pose a risk to students (or staff) and therefore make it unsuitable for you to work within a School environment?	
Referee Questions	
1. Positions at Geelong Grammar School require that staff come into contact with students and/or work directly with students. Are you aware of any previous incidents, behaviour or aspect of the applicant's history that may pose a risk to students (or staff) and therefore make the applicant unsuitable to work within a School environment?	
2. Is there anything that you think we ought to know that may make the applicant inappropriate to appoint to a position within a School environment?	
3. It is our policy to ask for written reference for our record. Would you be prepared to provide one? Note: If the referee is not willing to provide a written reference then you could ask the following question.	
4. Could you please explain why you would	

not want to provide a written reference?	
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Comments:

Should a position of employment be offered to the candidate?

Yes / No

Signature of head of interview panel:

_____ Date: _____

Signature of Head of Campus or Commercial Director:

_____ Date: _____

The completed Summary Form must be sent to the Human Resources Manager.