

**CONFIDENTIAL**  
Reference Check Summary Form

Position: \_\_\_\_\_

Date of interviews: \_\_\_\_\_

Head of Interview Panel: \_\_\_\_\_

Interview Panel: \_\_\_\_\_

**Instructions:**

The following questions must be asked (of both the candidate and the referees) when considering external candidates for employment in any position at the School. The form must be signed and dated by the staff member responsible for the recruitment process and the interview must adhere to the guidelines for the Employment of New Staff and Reference Checks.

**Question to applicant**

- 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 inappropriate or which would pose a risk to students (or staff) and therefore make it unsuitable for you to work within a School environment?

\_\_\_\_\_

\_\_\_\_\_

**Questions to Referee**

- 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?

\_\_\_\_\_

\_\_\_\_\_

- 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?

\_\_\_\_\_

\_\_\_\_\_

- 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. Could you please explain why you would not want to provide a written reference?

\_\_\_\_\_

\_\_\_\_\_

Additional comments:

\_\_\_\_\_

\_\_\_\_\_

**Recommendation of Interview Panel**

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 forwarded to the Human Resources Manager for confidential filing, including a copy of the applicants' resume and a record of the interview.