

REFERENCE CHECK

Attachment 10.

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Note: Referee checking to be conducted by a member of the interview panel

Privacy Consent - Referee

1. Do you consent to being the nominated referee for (the applicant)? **YES/ NO**
2. Do you consent to providing this reference with the understanding that the applicant can obtain access to view this document and the information contained? **YES/ NO**

Applicants Name:

Position Applied for by Applicant:

Name of Referee:

Position:

Company:

Contact:

GENERAL QUESTIONNAIRE

1. Were you (the applicants) direct supervisor?

Comments:

2. Can you confirm the period (the applicant) worked for the organisation? (Obtain start/finish dates)

Comments:

3. Can you briefly describe (the applicants) role and the main responsibilities?

Comments:

4. Can you recall their reason for leaving?

REFERENCE CHECK

Attachment 10.

Comments:

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5. Can you comment on (the applicants) work performance?

Comments:

6. Can you comment on (the applicants) punctuality and attendance?

Comments:

7. How well did (the applicant) work as part of a team? How would you describe the relationship between (the applicant) and their colleagues/peers?

Comments:

8. Can you comment on (the applicants) problem solving ability?

Comments:

9. Can you comment on (the applicants) communication skills?

Comments:

10. What would you regard as (the applicant's) strengths?

Comments:

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11. In your opinion are there any areas where (the applicant) could improve (personally/professionally)?

Comments:

12. Would you re-employ (the applicant)? YES/NO

Comments:

13. Do you have any additional comments?

Comments:

On behalf of Life Without Barriers I would like to thank you for your time today, it is very much appreciated.

Reference Check performed by: _____ (Print Name)

Date conducted ____ / ____ / ____

Note: Document is to be kept by the HR team as part of the applicants file.