

The Royal Children's Hospital Melbourne  
 50 Flemington Road  
 Parkville Victoria 3052 Australia  
 TELEPHONE +61 3 9345 5522  
 www.rch.org.au



**The Royal Children's Hospital Volunteer Service  
 Reference Check - Volunteer Applicant**

<b>Name of Applicant</b>		<b>Name of Referee</b>	
<b>Name of Interviewer And Date</b>		<b>Contact Number of Referee</b>	

**Please read to referee BEFORE you start**

“Before we commence, I need to advise you that in accordance with the Information & Privacy Act 2000. < **candidate's name**> may request access to this information. Do you agree to proceed on that basis?”

**Reminder to interviewers:**

- **Be aware there are often limitations on what the reference can actually say**
- **Do not call the mobile phone of a referee; call on a landline**

**Question 1:** How long have you known \_\_\_\_\_? What is your relationship to?

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**Question 2:** Have you observed them interacting with children? How does she/he interact with them? How do children respond to her/him? What age are the children?

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**Question 3:** Can you please comment on the skills and characteristics which \_\_\_\_\_ may have which might be suitable for volunteering at RCH? Are they punctual? Can we rely on them? Are they able to anticipate the needs of others? How flexible are they? Can they adapt to the needs of others? Can they work as part of a team?

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**Question 4:** How responsive do you think \_\_\_\_\_ is to supervision and direction? Do they show initiative? Can they work independently? Do they understand boundaries?

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**Question 5:** What are \_\_\_\_\_ strengths and weaknesses?

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**Question 6:** How comfortable is \_\_\_\_\_ in dealing with members of the public? Do they communicate well with others?

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**Question 7:** How strongly would you recommend \_\_\_\_\_ for this position? (please circle)

Not at all	With reservations	Recommend
Strongly recommend	Don't know/can't say	Other

**Question 8:** Is there anything that you would like to say about this application to volunteer at RCH?

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