

## Reference Check Template Recreation & Camping



### Candidate Details

<b>Candidate Name:</b>		<b>Position Applied For:</b>	
<b>Reference Completion Date:</b>		<b>Reference Completed By:</b>	

### Referee Details

<b>Name:</b>		<b>Phone</b>	
<b>Position/Organisation:</b>			
<b>Privacy questions to the referee:</b>			
<b>Due to the Privacy Act 2010, the candidate has the ability to access this information. Are you happy to proceed on that basis?</b>		<b>YES / NO</b>	
<i>Advise referee that all information gathered will be treated in confidence and will remain private to the extent permitted by legislation.</i>			
<b>What is the nature and length of your relationship with the candidate?</b>		<b>Candidate's length of employment in this organisation?</b>	

### Questions

	<b>Question</b>	<b>Referee Response</b>
<b>Role Fit</b>	What position did they hold when you worked with them?	
	Employment status? (FT/PT/Contract/Casual)	
	Can you please briefly describe their role and overall performance?	
	What do you consider to be their key strengths or skills?	
	What areas do you believe they can improve/develop further?	
	Is this person able to follow organisational policies and procedures?	

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Scorecard & Values	Do they work better alone or in a team?	
	Describe their ability to take direction from supervisors/leaders?	
	Describe their ability to receive constructive feedback and modify their behaviour?	
	How would you describe their attendance, professionalism and conduct in the workplace?	
	Describe your greatest challenge in working with them? If there is, would you have any advice on how to best guide them?	
	Have they ever been subject to any past disciplinary actions as far as you know? If so, please provide details.	
Safeguarding	Have you seen them interact with children or vulnerable people in the past?	
	YMCA is committed to the safeguarding of children and young people and it is at the forefront of everything we do in our organisation. From your knowledge of this person, would you have any concerns about them working with children and vulnerable people?	
Close	What was their reason for leaving this organisation? OR if current - Why do you think they are seeking other opportunities at the moment?	
	Would you hire or want to work with this person again? If no, why?	
	Do you have any additional comments?	