

Reference Check Template Children's Services



Candidate Details

Candidate Name:		Position Applied For:	Perm OSHC Educator
Reference Completion Date:		Reference Completed By:	

Referee Details

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

Questions

	Question	Referee Response
Role Fit	What role did they hold during your time with them?	
	Employment status? (FT/PT/Contract/Casual)	
	Can you briefly describe their role and overall performance?	
	What do you consider to be their core strength or skill?	
	Are there any areas for development?	
	Is this person able to follow organisational policies and procedures?	
	Do they work better alone or in a team?	

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	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?	
	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?	
	Describe how they interact with children?	
	How would they deal with challenging behaviour in children?	
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?	