

" ATTACHMENT 19 "

Reference Check

Candidate's Name: _____ Date: _____
 Referee's Name: _____ Position: _____
 Company Name: _____ Contact No: _____

Procedure:

Introduce yourself (name and position). Your name has been provided by the applicant to act as a referee for their application for employment. Provide the referee a brief outline of the position the candidate has applied for and the duties and responsibilities of the position.

The information you give may be used to assess the potential employment of the candidate. Are you happy to proceed and act as a referee? If no, do not continue the check.

Further do you understand and accept that any comments I note may be accessed by the candidate under the Privacy Act? If no, do not continue the check.

Provide details of the referees working relationship to applicant:

Dates of Employment:

Position Held:

Duties/key responsibilities in their position:

What were their key strengths?

Were there any areas where the candidate's performance did not meet the position requirements or where they would have benefited from more training?

What level of supervision did the candidate require?

How would you describe the candidate's ability to work as part of a team?

How did the candidate manage under pressure and/or stress?

What was their work ethic like (punctuality, reliability, honesty)?

Ability to complete tasks in the expected time frame?

Level of motivation and ability to contribute positively to the work environment?

Ability to follow procedures and policies?

What was the reason the candidate left your organisation?

We are committed to the Safeguarding of Children and Young People. Do you have any concerns about the applicant's motivation to work with an organisation that operates programs for children?

What do you believe motivates the candidate to work with children?

(If applicable direct contact with children roles)

Are you aware of the candidate being found in breach of regulations and/ or the subject of an investigation?

Based on my description of the position for which the candidate has applied, is there anything else you would like to tell me about the candidate that may affect their ability to effectively undertake the role?

Any further comments?

Advise referee that this concludes the reference check and thank them for their time.