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| --- | --- |
| General details |  |
| Applicant |  |
| Name |  |
| Employment or volunteer position |  |
| Referee |  |
| Name |  |
| Title |  |
| Organisation |  |
| Phone number |  |
| Email address |  |
| Person conducting the referee check |  |
| Name |  |
| Date of referee check |  |

|  |  |
| --- | --- |
| Introduction |  |
| My name is [*your name*] and I’m calling to conduct a reference check for [*name of applicant*] who is being considered for a position in [*name of parish, agency or entity*]. Your details have been provided to me by [*applicant’s name*]. I would first like to check if you are prepared to provide a reference? | ⃝ Yes  ⃝ No |
| The reference check will take approximately 10 minutes to complete. Is this a good time for you? If not, when is a convenient time for us to continue this conversation? | ⃝ Call back  ⃝ Proceed |
| Please note that this reference will be used in the overall evaluation of the applicant and will affect whether they are selected for the employment or volunteering role. The information you provide may be given to the candidate if requested. Do I have your permission to proceed? | ⃝ Yes  ⃝ No |
| Briefly describe the responsibilities of the position and the factors you will be assessing through the referee check. | ⃝ Yes, description provided |

|  |  |
| --- | --- |
| General questions |  |
| What is the nature of your relationship with the applicant? |  |
| How long have you known the applicant? |  |
| In what capacity is/was the applicant employed or involved with your organisation? |  |
| Can you confirm the duration of the applicant’s employment or volunteering with your organisation? | From: / / *D/M/Y*  To: / / *D/M/Y* |
| What duties and responsibilities does/did the applicant have? |  |
| What were/are the applicant’s reason for leaving? |  |
| General performance questions |  |
| How would you describe the applicant’s overall work (or volunteering) performance? |  |
| What would you say are the applicant’s strengths? |  |
| What would you say are the applicant’s areas for improvement (e.g. weaknesses)? |  |
| Have you had any concerns with their performance?  If yes, please explain when these issues were identified? When were they discussed with the individual? What work are their doing to improve and what progress has been made? | ⃝ Yes  ⃝ No |
| Can you comment on the applicant’s…  [*Insert relevant factors*]  For example:   * reliability * punctuality * attendance * accountability * trustworthiness * professionalism |  |
| Do you have any concerns about the applicant’s adherence to the organisation’s code of conduct? |  |
| Please describe the applicant’s working relationship with you (their manager) and their colleagues. |  |
| Job specific questions |  |
| [*In this section, you should prepare your list of questions based on the skills or attributes required for the position based on the selection criteria/role description*.] |  |
| Child safety specific questions | |
| Describe the nature of the role in relation to contact and/or involvement with children and young people. | ⃝ Yes, description provided |
| Have you directly supervised and observed the candidate’s work with children or young people? |  |
| Can you tell me about the applicant’s work with children and young people? |  |
| Please comment on the applicant’s skills and qualities you believe would make him/her suitable to work with children and young people. |  |
| Have you observed the applicant managing the challenging behaviour of a child or young person? |  |
| Do you have any concerns about the applicant working or volunteering with children and/or young people?  If yes, please provide information about these concerns. Were these concerns discussed with the individual? What was their response? |  |
| Can comment on the applicant’s:   * boundaries in relation to children and young people * attitude towards children and young people |  |
| Are you aware of any concerns and/or allegations in relation to the applicant’s involvement in your organisation? If so, what was the outcome of these concerns and/or allegations? |  |
| How strongly would you recommend this applicant for working with children and young people? | ⃝ Highly recommend  ⃝ Recommend  ⃝ Don’t know or can’t say  ⃝ Maybe  ⃝ With reservations (seek clarification on the reservation)  ⃝ Not at all (seek more information as to why they would not recommend this applicant) |
| In closing |  |
| Would you re-employ the applicant?  Why or why not? | ⃝ Yes  ⃝ No  ⃝ Maybe |
| Do you have any final comments?  Or  What else do I need to know about this applicant that I have not already asked? |  |
| Thank you for taking the time to provide feedback. If you wish to provide any further information, you can contact me on [*add contact details*]. | |

Source - adapted from:

Fair Work Commission, *Referee Checking Template*.

Sample Referee Check protocol – Catholic Professional Standards Limited