

Referee Schedule

Use this template to help complete a referee check.

Name of Applicant: _____

Name of Referee: _____

Date of Reference: _____

Reference check conducted by: _____

Relationship of referee to applicant: _____

1. How long have you known _____ and in what capacity? Is he/she a personal friend?

2. Can you please comment on the skills and characteristics which _____ may have which might be suitable for this position?

3. What do you believe are _____ strengths? What do you think would benefit _____ development?

4. How responsive is _____ to supervision and direction?

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5. To your knowledge, has _____ ever been involved with situations concerning inappropriate behaviour or abuse?

6. How strongly would you recommend _____ for this position?

- Not at all
- With reservations
- Neither Yes or No
- Recommended
- Strongly recommended
- Don't know/Can't say

7. Is there anything else you would like to add in relation to _____ application?

8. Would you employ/recruit _____ as a volunteer?

◆ **Remember:** there is **NO** reason to know someone's age, marital status, or sexual preference to determine if they can perform the job and whether they may be of harm to children. Questions relating to age, marital status or sexual preference breaches Equal Opportunity law.
