



## Form: Reference Check Questions for the Referee

If the applicant will be engaged in Child-Related Work, it is recommended that:

- the referee must not be related to the applicant;
- for Employees, at least 2 referees must be from a previous employer; and records relating to each reference are kept (eg the name and position of the referee, how long they have known the applicant) by the person who conducted the reference checks.

This form is a guide only, and it will not always be necessary to ask all questions. However, it is recommended that a range of questions are asked, particularly if the applicant is an Employee or Clergy or religious Brother or Sister.

<b>Date:</b>	<b>Referee's name:</b>
<b>Applicant's name:</b>	<b>Referee's position:</b>
<b>Position:</b>	<b>Referee's contact number:</b>

**1. What is your relationship with the applicant?**

**(a) How do you know them?**

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**(b) How long have you known the applicant?**

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**(c) Are you related to the applicant? YES / NO** *(Please circle)*

**2. Have you worked with the applicant before?**

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**3. Can you describe the applicant's work ethic?**

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**4. Is the applicant a good team player, and do you think they relate well to others in the workplace?**

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**5. Would you say the applicant is reliable?**

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**6. What do you think might frustrate the applicant?**

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**7. How do you think the applicant would cope under pressure, say to achieve tight deadlines to achieve a desired outcome?**

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**8. Would you re-employ the applicant?**

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**9. Has the applicant been the subject of an employer disciplinary process?**

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**10. [If the applicant's previous position required them to work with Children, ask the following question].**

**How would you describe the applicant's behaviour and interaction with Children?**

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**11. Are there any other comments you would like to make?**

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