



Form: Interview Questions for Applicants Who Will be Engaged in Child-Related Work

Important: An interview should only be conducted if the applicant has already obtained a Working With Children Check clearance.

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.

This form is split into general questions (1-10) and Child-Related questions (11-14).

Date:

Applicant's name:

Position:

General questions

1. What do you know about us?

2. What aspects of your experience do you think is particularly relevant to this role?

3. Why do you want to leave your current (or last) job?

4. Working for the church can be different to the commercial environment. Do you see any issues in working for the Church? [Alternative question: This role requires you to provide (spiritual leadership / be a faith role model / teach faith, etc). Are there any lifestyle or other issues regarding Catholicity that might affect your suitability for this role?]

5. This role involves [list physical requirements] are there any health or medical issues that might prevent you from fully performing all the requirements of this role?

6. Explore technical skills (e.g. Word, Excel, Powerpoint, Outlook, other software)

7. Describe yourself using 5 adjectives.

8. What do you find frustrating or irritating either in a work environment or the person you work for?

9. One of the biggest challenges is managing priorities and meeting deadlines. Can you highlight your experience with this?

10. Have you ever been the subject of an employer disciplinary process?

Child-Related questions

11. Why did you decide to work with Children? [Alternative questions: Can you tell us about your recent experience of working with Children? **OR** What has working with Children taught you about yourself?]

12. Tell me about a time when a Child behaved in a way that caused you concern. How did you deal with that? Who else did you involve? [Alternative question: Tell me about a time when you have been working with Children and your authority was seriously challenged. How did you react? What strategies did you employ to bring things back on course? With hindsight, how might you have improved your response?]

13. If a parent made a complaint or allegation about a fellow member of staff, what would you do? [Alternative questions: If you had concerns about a colleague with regards to his or her behaviour or attitude towards the Children in his or her care, how will you deal with this? **OR** Safeguarding Children is an important part of our work. Can you give me some examples of how you would contribute to making the organisation a safer environment for Children?]

14. What experience do you have in working with Children from a culturally and/or linguistically diverse backgrounds?

15. Do you have any questions for us?
