

# Annexure B

Volunteer Reference Checking Form

**Applicant:**  **Date:**

**Volunteer role applied for: Referee Phone:**

**Referee’s details (name & organisation): Referee Position:**

**Reference check conducted by (name & position):**

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| --- | --- | --- | --- | --- | --- |
| **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 volunteer position with <insert parish/agency/entity>. Your details have been provided to me by <applicant’s name> and 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 volunteer role. The information you provide may be given to the candidate if requested, Do I have your permission to proceed? | | | **Yes**  **No** | | |
| <Briefly explain the responsibilities of the volunteer role and the factors you will be assessing through the reference check> | | |  | | |
| **General questions** |  | | | | |
| What is the nature of your relationship with the applicant? |  | | | | |
| In what capacity is/was the applicant employed by your business? |  | | | | |
| What were the dates of their employment? | From: |  | | To: |  |
| What duties and responsibilities does/did the applicant have? |  | | | | |
| How would you describe the applicant’s overall work performance? |  | | | | |
| Can you comment on the applicant’s:   * reliability * punctuality * attendance * professionalism * time management * problem solving * <insert other factors where relevant> |  | | | | |
| **Job-specific questions** |  | | | | |
| <In this section, you should prepare your list of questions based on the skills or attributes required for the job, for example:  *In this role, the applicant is required to be very well organised and be able to manage a very busy office.*  *Please describe <applicant’s name> ability to organise their workload?>* |  | | | | |
| **Child-related questions (if position applied for requires a WWCC & applicant has previously worked with children)** | | | | | |
| How would you describe the applicant’s behaviour & interaction with children?  Are you aware of any reason that the applicant should not be working with children? |  | | | | |
| **In closing** |  | | | | |
| Do you have any final comments? |  | | | | |
| Thank you for taking the time to provide feedback. If you wish to provide any further information, you can contact me on <your contact details>. |  | | | | |