

Verbal Reference Check Guide

To complete a Safety Check (GMA7a) you should obtain two references, one of whom should be the most recent or current employer. It is reasonable for the candidate to ask you not to contact their current employer unless they are to be offered the position. Any job offer must be conditional on receiving a satisfactory reference from the current employer.

Applicant's Name	
Position Applied For	
Referee Name	
Referee Contact #	
Relationship to Applicant	
Do you wish the information to be kept confidential and not disclosed to the applicant?	YES / NO

Describe the role and responsibilities the candidate had in your workplace	
Were they reliable (use of annual leave, sick leave, etc)?	
What would you consider to be their strengths?	
What about the areas they could improve on?	
How was their relationship with your families?	
Were there any staff relationship issues?	
Would you re-employ this person?	
Did the person ever give you cause for concern over child protection issues?	

Sexual Abuse Education

Do you consider the candidate suitable to work with children?	
Details of any concerns relating to the safety and welfare of children, or the candidate's behaviour towards children.	
Were there any sanctions relating to the safety and welfare of children, including whether such sanctions have expired.	
How would you describe the way the candidate acts around children?	
Was the candidate ever subject to formal disciplinary actions or complaints regarding their behaviour towards children?	
Do you think the candidate should be unsupervised around children?	
How well do you think the candidate understands children?	
Have you ever had reason to suspect the candidate's honesty?	
Details of any disciplinary procedures that resulted in formal action against a candidate.	
Are there any other comments you would like to make?	

Name

Position

Signed

Date