

REFERENCE CHECK

Name of Applicant _____

Name of referee _____

Date of reference _____

Relationship of referee to applicant _____

Q1. How long have you known _____ and in what capacity?
Is s/he a personal friend?

Q2. Can you please comment on the skills and characteristics which
_____ may have which might be suitable for this position?

Q3 Nobody is perfect and everyone has aspects of themselves which they needs to develop or modify. Could you please comment on areas in which _____ may need support to grow and or develop? And any recommendations you would have for doing this.

Area/s:

Q4 How responsive is _____ to supervision and direction?

Q5 To your knowledge has _____ ever engaged in inappropriate behaviour (ie harassment, theft) or abuse?

Q6 How strongly would you recommend _____ for this position?

- A . Not at all
- B. With reservations
- C. Neither yes nor no
- D. Recommend
- E. Strongly Recommend
- F. Don't Know / Can't say

Question 7.

Is there anything else you would like to add with regards to _____ application.

Section 8. Additional Questions

Reference taken by

Signature

Date