**REFERENCE CHECK FORM**

Insert

Own Logo

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of check:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Method: Phone / In person / Other

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To start:

* Identify yourself and your organisation.
* Verify that you are speaking to the person named as a reference.
* Tell the person that *(name of applicant)* gave you permission to call for a reference and that you will keep the conversation confidential.
* Ask if this particular time is suitable and indicate how long the conversation will take.
* Explain what the applicant would be doing for your organisation and the participant group they would be working with.

Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am calling on behalf of *(name of organisation).*

*(Name of applicant)* has applied to be a volunteer with us doing *(inset role).* Your name has been provided as a reference and it is a policy of (name of organisation) and Netball WA that all people who are to be appointed to officer positions within the club are screened under the Member Screening Policy. Do you have a few minutes to answer some questions now?

How long have you known (name of applicant)?

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What is your relationship to (name of applicant)?

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It is important that our volunteers are reliable. Tell me about your experiences with (name of applicant) in regard to reliability.

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What are (name of applicant)’s strengths and weaknesses in regard to working with (netball, children, umpires, committees)?

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How would you feel about having (name of applicant) work on a one-to-one basis with your (child or elderly parent)?

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It is important to us that (name of organisation)’s volunteers are comfortable with being (supervised or are able to work independently with little or no supervision). What is your experience with (name of applicant)’s ability to accept (being supervised or working independently)?

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This volunteer position requires handling many tasks at once and can be stressful at times. How does (name of applicant) deal with stressful situations?

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Is there anything else you would like to tell me about (name of applicant)?

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Is there any reason you know of why (name of applicant) would not be able to perform the duties necessary for this volunteer position?

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*Comments: To get the most out of your reference checks, you should develop additional questions that are specific to the volunteer position*.