

Applicant Reference Check



Applicant Name: _____

Date: ____ / ____ / ____

Position Applied For: _____

Reference: ____ Current Employer ____ Previous Employer ____ Professional ____ Personal

Name of Referee: _____

Referee Place of Employment: _____

Position: (Manager / Director / Room Leader / Supervisor/ Director)

1. Describe applicant's job duties and responsibilities, if applicable.

2. On a scale of 1-5 (1 is unacceptable and 5 is excellent)how would you rate the applicants:

*Attendance 1 2 3 4 5

*Punctuality 1 2 3 4 5

*Reliability 1 2 3 4 5

*Knowledge of the EYLF 1 2 3 4 5

*Communication with peers 1 2 3 4 5

*Communicates with Management 1 2 3 4 5

3. The applicant would be working with young children. Would you feel comfortable having the applicant as a caregiver to a child of your own or a child close to you? Please explain.

4. Please describe the applicant's strengths.

5. What would you consider are the applicant's areas for development / training / improvement?

6. May I ask, what is the reason the applicant is no longer employed with you, if applicable.

7. If you had the opportunity to employ the applicant again in the future, would you? Yes / No

PRIVACY ACT QUESTIONS

Under the privacy act, I would just like to ask you a couple of questions:

- | | |
|--|----------|
| - Can we inform the applicant of the source of the reference (your name and position): | YES / NO |
| - Can we give feedback to the applicant in regard to comments made by you: | YES / NO |

I certify that I personally contacted the reference listed on this form and accurately recorded the information provided.

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Management Name & Signature: _____

Date: ____ / ____ / ____