

# Reference Check Form

## CONFIDENTIAL

Name of Volunteer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Referee: \_\_\_\_\_ Telephone: \_\_\_\_\_

### INTRODUCING PURPOSE OF CALL:

Briefly cover the following to ensure that the referee is comfortable about discussing the applicant:

- Your name
- Name of agency
- Name of applicant and permission given to call
- Confirm that applicant has advised of this
- Conversation will take about 10 minutes
- Can be deferred to their convenience
- Information given will be strictly confidential.

### SUGGESTED QUESTIONS FOR REFERENCE CHECK:

1. How long, and in what capacity have you known the applicant?

---

---

---

2. Could you give me three words that describe the applicant?

---

---

---

3. How well would you say the applicant gets on with people?

---

---

---

4. How well would you say the applicant gets on with (the client group)?

---

---

---

5. What would you say are the most positive attributes of the applicant?

---

---

---

6. Can you suggest any possible areas of weakness?

---

---

---

7. (The applicant) has volunteered for \_\_\_\_\_ position.  
In your opinion, what is he/she bringing to this position?

---

---

---

8. Is there anything further you wish to tell us which might help us in reaching the right decision?

---

---

---

***Thank you for your time***