

**Reference check form (Sample)**

**Candidate name:**

**Position applied for:**

**Referee name:**

**Referee contact number:**

* How long have you known X and in what capacity?
* What position did the candidate hold and how long?
* What would you say are X’s strengths?
* What would you say are X’s weaknesses?
* (after describing the role) How strongly would you recommend X for this role?
* How well did the candidate get a-long with others?
* Would you have any reservations in engaging X in this role?
* Is there anything else you think we need to know when considering X for this role?
* Have you directly supervised the applicant and directly observed their work with children?
* Do you have any concerns about the applicant working directly with children?
* Can you give an example of a time when you observed the applicant managing a child with challenging behaviours?
* Any other comments?

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**