



## Reference Check

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### Confidential Reference Check

Evaluative material, not for release to candidate (S.29 Privacy Act)

Date: \_\_\_\_\_

Tell each referee that you are ringing them for a confidential reference check on \_\_\_\_\_.  
Make sure that you have the candidate's permission to do so.

<b>Candidate:</b>
<b>Position:</b>
<b>Referee:</b>
<b>Ph:</b>
<b>Relationship to the candidate:</b>
<b>How long has referee worked with the candidate?</b>
<b>What is your overall impression of the candidate?</b>













<b>Why did the candidate leave their role?</b>
<b>Did the candidate ever give you cause to question their honesty?</b>
<b>How would you describe the candidate's time keeping and punctuality?</b>
<b>Would you re-employ the candidate if the opportunity arose?</b>
<b>Is there anything else we should know as a prospective employer?</b>

**Thank You**