***NOTE: This template has been provided as a guide only. Please edit as necessary to reflect the requirements of your Club. Please delete this message prior to using this document.***

|  |  |
| --- | --- |
| **Prospective Volunteer Name:** |  |
| **Role applying for at Club:** |  |
| **Referee Name:** |  |
| **Referee Email Address:** |  | **Referee Mobile #:** |  |
| **Reference Check conducted by (Name):** |  | **Date:** |  |

*NOTE:*

* *To ensure fairness and consistency, develop a list of questions to ask at interview and use the same questions for all people applying for the same role. The questions you ask will be determined by the Role Description.*
* *Use a combination of interview questions from the list below. It is best to have no more than 5 questions, therefore you can simply delete the ones you don’t wish to use.*
* *Who should be a referee?*
* *employers (current or previous)*
* *committee members from previous club*
* *teachers or principals*
* *youth volunteers*

**QUESTIONS:**

* How long have you known [name] ?

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* In what capacity did you know them [i.e., as manager/supervisor, colleague or friend]?

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* How would you describe his/her personal characteristics?

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* How well did he/she get on with other people?

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* How would you say he/she relates to children?

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* Would you rehire the applicant? If no, why not?

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**If the volunteer is new to the country and doesn’t know anyone?**

If people are new to the country and do not know anyone that could be a referee, it is important not to create a barrier. Explain to newcomers why a referee is needed. Depending on the position, he/she could volunteer under supervision until the club is confident in his/her abilities or sign a statutory declaration stating that he/she does not have any offences.

**Comments / Notes:**

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