



Reference Check Guide – New Members

Reference checks should be conducted by telephone, but email may assist in setting a time to speak.

1. You might like to email the person ahead of time to confirm a good time to phone.
2. Introduce yourself and explain that you are calling to do a reference check. Explain that this call will take 10-15 minutes and ask if it is an appropriate time to talk. If the time is not convenient for the referee, ask what time you should call back.
3. Explain your role in the St Vincent de Paul Society and the role that the potential Member will be engaged in.
4. Advise the referee that it is our policy that Members undergo a referee check prior to being engaged, and that this feedback will be treated confidentially.

NOTE: Please do not record data that is biased or uses discriminatory language. Information that is recorded should be factual and relevant to the role. Do not record your opinion or interpretation of what was said by the referee. Only write down the referee's responses to your questions. If you are unsure what they mean, seek further clarification, or ask them for an example of what they mean, e.g. 'Could you tell me more about....' or 'would you be able to give me an example?'

Appropriate Referees

Please note that family and close friends should not be used to provide references. The referee should have had recent, regular contact with the applicant. Appropriate people to provide references can include:

- Professional reference: a former employer, supervisor, colleague, or manager
- Community reference: a community leader who has known the applicant for more than 2 years including, leaders or officials of local clubs, schools, sporting associations, church or religious community, community organisations, doctor, government officials
- Volunteer reference: a person who could speak to the applicant's previous experience in volunteering
- Academic reference: school teacher (for young members and volunteers), TAFE teacher or university lecturer.

Exceptions to the above can be dealt with on a case by case basis and will vary given the circumstances of the applicant and our prior knowledge of the person. If you are unsure, please speak to your Regional Council President, Central Council President or the Regional Director for your Central Council.

Member Reference Check Form

Applicant Name:			
Referee Name:		Contact Number/s:	
Reference Checked By:		Date:	
<p><i>Explain to the Referee that Conference Members are volunteers who provide assistance and support to families including children and vulnerable adults. They may go into the homes of people we assist or conduct meetings in our offices. They will have access to confidential information and will be supporting vulnerable people.</i></p> <p><i>Please take notes during the reference check and remember:</i></p> <ul style="list-style-type: none"> - Do not record information that is biased or uses discriminatory language - Only record information that is factual and relevant to the role - Do not record your opinion or interpretation of what was said by the referee, only their actual responses to your questions - If you are unsure what they mean, seek further clarification. 			
1. In what capacity did you come to know them? (e.g was a supervisor, teacher, etc.)			
2. How long have you known <u>NAME</u> ?	<input type="text"/>	Years	<input type="text"/>
		Months	
3. Are you related to <u>NAME</u> in any way (eg. by birth or marriage)?	<input type="text"/>	Yes	<input type="text"/>
		No	
4. How much contact have you had with <u>NAME</u> ?	<input type="text"/>	Daily	<input type="text"/>
		Weekly	<input type="text"/>
		Monthly	<input type="text"/>
		Less often	
5. How would you describe their ability to relate to / communicate with others, including people from other cultures or with different lifestyles and values?			
6. Is <u>NAME</u> able to listen and respond to others in a caring manner?			
<input type="text"/>	Yes	<input type="text"/>	No
<p>Comments:</p>			

7. In your experience, Are they reliable in performing their duties?

Yes No

Comments:

8. Have you seen NAME in situations where they have had to maintain confidentiality?

Yes No

If yes, how well did they maintain confidentiality:

9. Would you be able to comment on how NAME works in situations where they are required to follow directions, procedures and/or policies?

10. In working with The Society, NAME may work with or have access to children and young people and vulnerable adults. Have you ever observed name interact with children, young people or vulnerable adults?

Yes No

If yes, how would you describe their behaviour:

11. Do you know of any reason NAME should not be in contact with children or young people or vulnerable adults?

Yes No Unsure

If yes or unsure, please explain:

Thank the referee for their time

Notes

Note any other information you think is useful in confirming the suitability or otherwise of the applicant for the role.

Signature of person who completed referee check:

Date referee check completed:

- Referee Checker Checklist**
- Record the date of the referee check/s on the application form
 - Make sure you have signed the form
 - Keep the completed form securely
 - Send the completed Reference Check Form to the Regional Office for processing and filing.