

Sample Reference Check Template

Below is a sample role description, not all of the elements will be relevant to every organisation. You may wish to add more information or subheadings as appropriate. We recommend gathering your references by telephone, but this sample template may also be sent to the referee to fill out in writing.

Volunteer Applicants name:

We would appreciate your help in providing us with a reference for the individual named above who has applied to volunteer with us.

Name of Referee:

Address:

Phone:

Mobile:

Email:

The following is a list of sample questions that can be tailored to your organisation:

- 1) How long have you known the applicant and in what capacity?
- 2) How would you describe the applicant's ability to get along with others?
- 3) Is the applicant a team player or do they excel by working alone?
- 4) What are the applicant's primary positive skills or qualities? What areas could they improve on?
- 5) How comfortable would you be in having the applicant collaborate with you on an important project?
- 6) The volunteer role they are being considered for is _____. What do you think the applicant would be good at and what would they find challenging in this volunteer role?
- 7) Are you aware of any extra support needs the applicant might have?
- 8) Please evaluate the applicant in the following areas using the scale where - **1 = Poor and 5 = Excellent**:
 - a. Reliability 1 2 3 4 5
 - b. Flexibility 1 2 3 4 5
 - c. Time Management 1 2 3 4 5
 - d. Communication Skills 1 2 3 4 5
 - e. Responsibility 1 2 3 4 5
- 9) Is there anything else you would like to tell us about the applicant that might help us make a suitable match?

I confirm that the details I have provided are accurate to the best of my knowledge.

Signature:

Date: