

## Swimming Australia

### Reference Check Template – External Candidates

<b>Candidate Name:</b> _____	<b>Date:</b> _____
<b>Position Applied For:</b> _____	<b>Team:</b> _____
<b>Check Conducted by:</b> _____	

<b>Referee Name:</b> _____
<b>Referee Phone Number</b> _____
<b>Referee Organisation:</b> _____
<b>Relationship to Candidate:</b> <i>(direct report, manager, colleague)</i> _____
<b>Role held by Candidate:</b> _____
<b>Dates of Employment:</b> <b>From:</b> _____ <b>To:</b> _____

<b>Key Responsibilities in role:</b>

## SAFEGUARDING CHILDREN

**Applicants' suitability to work with Children and/or Young People  
please choose suitable questions for the appropriate circumstances**

**Applicant's experience working with children/young people**

**Applicant has experience working with children/young people aged from \_\_\_\_ yrs to \_\_\_\_ yrs**

**Any concerns expressed by the referee in relation to the applicant working with children/young people?**

**Referee's view of the applicant's strengths in working with children/young people**

**Referee's view of the applicant working alone with children/young people**

**Referee's view of how the applicant relates to children/young people**

**Referee's view of any challenge the applicant would face in relating to children/young people**

**Referee's view of any age group of children or young people whom the applicant may not be suited to work with**

**Referee's view of the applicant's use of appropriate language and tone of voice with children or young people**

**Referee's observation of how the applicant disciplined a child or young person**

**Referee's observation of how the applicant handled a child or young person who was angry and lashing out physically**

**Referee's observation of how the applicant related to the parent(s) of a child or young person who was angry and lashing out physically**

**Referee's observation of how the applicant related to the parents(s) of children or young people to whom they helped deliver success**

**Referee's knowledge of the applicants understanding of reporting procedures in relation to concerns about a child or young person's welfare**

**Referee's knowledge of whether or not the applicant becomes angry easily**

**Referee's knowledge of how the applicant responds to a demanding child or young person**

**Referee's knowledge of how the applicant responds to challenging or provocative behaviour by children or young people**

**Referee's knowledge of whether or not the applicant has demonstrated inappropriate touching and physical contact with children or young people**

**Referee's knowledge of how the applicant responds to a child or young person with difficult behaviour**

**Referee's knowledge of the applicant acting outside the boundaries of his/her role while at work**

**Referee's knowledge of any findings against the applicant in relation to allegations of inappropriate behaviour with respect to children or young people**

**Referee's knowledge of the reason for the applicant leaving the organisation**

**Referee's attitude to employ the applicant again**