

TELEPHONE REFERENCE CHECK

Applicant's Name	Date check completed	Name of Referee
Referee's Telephone Number	Company	Referee's relationship to Applicant

Dates employed	Would referee re-employ?	What was their position?
Was applicant punctual?	Did they attend work regularly?	Any other comments?

Privacy Act: Confidentiality. If requested, may we release your name and comments to the applicant?	
Yes	No

Position Held and Main Responsibilities of Role

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Why did they leave?

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How did the employee perform in the role? (Refer to the Position Description and ask questions around the main responsibilities, experience and skills required)

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Development Areas?

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General Comments?

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