

New Staff Screening/Reference Checklist

The following checklist is to assist clubs in the recruitment of paid staff, and should be completed by the Club during the recruitment process.

Personal Details

Candidate Name:

Date of Birth:

Contact No.:

Position Applied For:

Address:

Screening Checks

Working with Children (or State equivalent)(WWC)

☐ To be Submitted

☐ Submitted Pending Approval

☐ Yes Number/Ref No.....

☐ No Expiry.....

Application No.....

National Police Check (NPC)

☐ To be Submitted

☐ Submitted Pending Approval

☐ Yes NPC No.....

☐ No Expiry.....

Application No.....

Referees Checked

☐ Yes

☐ No

Additional Screening

☐ Member Protection Declaration signed

☐ Copy Attached

Screening Notes

Reference Checklist

Reference Check #1	Reference Check #2
Referee Name	Referee Name
Referee Position Title	Referee Position Title
Professional/Personal Referee	Professional/Personal Referee
Company	Company
Referee contact details	Referee contact details
Date reference provided	Date reference provided

Privacy Act (please tell referee the following)

Under the Privacy Act candidates can obtain access to their files. Please be aware of this when answering the following questions:

Position Applicant held:

Relationship with Applicant ((direct report, manager, colleague):

Dates employed:

Reason for leaving:

What were his/her duties and responsibilities?

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:

Would you have any concerns about the applicant working with children or young people?

What are the applicant's strengths in working with children/young people?

Does applicant understands of reporting procedures in relation to concerns about a child or young person's welfare?

Have there been any incidents, findings or allegations against the applicant in relation to allegations of inappropriate behaviour with respect to children and young people?

Describe his/her ability to work within a team? How did he/she relate to their peers/
colleagues/supervisors?

Have you ever had any reason to question his/her honesty or integrity? If yes, why?

Name of person who conducted reference check:

Position:

Signature.....

Date reference completed

Recommended for the position:

☐ Yes

☐ No