CDNI Care Pty Ltd
Potential Staff Reference Check Form

Candidate's Name:	
Referee's Name:	
Referee's telephone number:	
Company:	
Referee's current position:	
Working relationship:	

Recommended opening:

Good <morning/afternoon/evening>, my name is < full name > and I am calling from < Name of Organisation >.

My role here is <Position> and I am ringing regarding <Name of Candidate> who was previously employed by you, and who we are considering for a position in our business.

Would it be convenient for you to discuss <Name of Candidate> with me?
Thank you.

(If not, ask if you may telephone again at another time.)

How long did <the candidate> work for your organisation?	
How long did <the candidate> work with you?	
In what capacity did <the candidate> work with you?	
What positions did <the candidate> hold at your organisation?	
What was <the candidate's> reason for leaving? What is your opinion of <the candidate's> ability?	
Did you need to supervise <the candidate> closely?	
How would you describe <the candidate's> performance?	
How well did <the candidate> get on	

with other people?	
What are <the candidate's> outstanding strong points?	
What would you say are <the candidate's> shortcomings?	
Did <the candidate> display initiative?	
How do you rate <the candidate's> attendance, punctuality and general health?	
The position <the candidate> has applied for requires: (outline competencies); Were these competencies demonstrated to you during his/her employment?	
Would you re-employ <the candidate>? Yes / No	
If No, "Could you say why you would not re-employ him/her"?	
Is there anything we should be aware regarding <the candidate>?	
If required, insert other questions specific to this candidate's application in the spaces below:	
Other referee comments of note:	
Name of person checking the reference:	
Position title:	Date reference check completed:
Comments:	