**REFERENCE CHECK**

**DATE:**

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** |  |
| **LOCATION** | **DARWIN OFFICE** |
| **APPLICANT NAME** |  |
| **REFERENCE NAME** |  |
| **REFERENCE CONTACT NUMBER** |  |
| **EMAIL ADDRESS** |  |
| **TITEB STAFF MEMBER** | **MARIA HARVEY** |

How long have you know the applicant?

Can you tell me what your relationship with the applicant is?

Where was the applicant employed?

What position did she hold?

How did the applicant interact with other members of the team and with stakeholder?

What was her performance like?

Would you employ the applicant again, given the opportunity?

Where there any area for improvement identified?

Was there anything else you’d like to add to this reference?

**DECLARATION:**

*I (Insert Name) …………………………………………………….. declare that the information provided in this reference check is true and accurate.*

**……………………………………………….. …………………………………………………**

**NAME: SIGNATURE:**

**DATE:**