

Sample Questions for Conducting Referee Checks

The following questions may be used as a guide.

It is recommended that the person contacting the referee make written notes as a record of contact and for reporting to the Local Church's Nominating Committee, Safe Place Coordinator or Committee, or Church Board (as relevant).

Suggested Questions:

1. How long have you known the applicant for, and in what capacity?
2. How well do you think you know the applicant?
3. Comment on the applicant's background, including knowledge of any volunteer or paid work they have done.
4. Comment on the applicant's personality and character.
5. Comment on the applicant's spiritual journey.
6. In your opinion, what is the applicant's suitability for volunteering with children or young people?
7. Would you recommend the applicant with (a) no reservations (b) some reservations (c) not at all.

At the end of the discussion/ phone call:

- Thank the referee for their time.
- Record the date and time of the discussion/phone call.