



**CONFIDENTIAL**

**Anglican Diocese of Perth**

**Anglican  
Church**  
Diocese of Perth



# FORM 8

## VOLUNTEER REFERENCE CHECKS

**To be completed by the Parish Priest, Locum Tenens or  
Authorised Parish Representative with TWO referees  
as listed on Safe Ministry form**

*Effective from Effective from 1 May 2019*

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NAME OF APPLICANT \_\_\_\_\_

PARISH/ORGANISATION \_\_\_\_\_

APPLICANT ROLE(S) \_\_\_\_\_

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REFERENCE CHECK COMPLETED BY \_\_\_\_\_

POSITION IN PARISH/ORGANISATION \_\_\_\_\_

**REFEREE 1****Full Name****Phone****Date**

Introduce yourself and explain to the referee that the Diocese has a commitment to the safety and wellbeing of all who worship and those who volunteer their services, and in particular children and vulnerable people. Advise that the information will be treated confidentially in accordance with Diocesan *Policy 42 (Privacy)*

**Applicant's Name****Establish referee's relationship to applicant****How long has referee known the applicant?**

Is there any relevant information you think we should know about the applicant that would question their fitness to be a volunteer in the Diocese?

☐ No☐ Yes ►► *If yes, please comment below*

Are there any matters of concern about the applicant that would place children or vulnerable people at risk?

☐ No☐ Yes ►► *If yes, please comment below*

Have you ever known the person to demonstrate violent or aggressive behaviour?

☐ No☐ Yes ►► *If yes, please comment below*

Please comment on the applicant's skills and characteristics that would make them suitable to lead, care for or work with children and vulnerable people.

Have you ever seen the applicant deal with a difficult situation?  
If YES, how did they manage it?

☐ No☐ Yes ►► *If yes, please comment below*

How do you think the applicant is suited to the role they are applying for?

☐ Highly Suitable☐ Suitable☐ Not Suitable

Would you appoint them to this role?

☐ No☐ Yes

Do you think that the applicant would benefit with further development or supervision to better assist them in the role they are seeking?

☐ No

☐ Yes ►

► *If yes, please comment below*

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**COMMENTS FROM INTERVIEWER – REFEREE 1**

Referee's level of enthusiasm for applicant ☐ High ☐ Medium ☐ Low

Did information flow freely, without hesitation? ☐ Yes ☐ No

Overall Impression of Referee ☐ High ☐ Medium ☐ Low

Interviewer's Comments

**SIGNATURE**

**DATE**

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REFERENCE CHECK FOR REFEREE 2 CONTINUES ON PAGE 4

**REFEREE 2****Full Name****Phone****Date**

Introduce yourself and explain to the referee that the Diocese has a commitment to the safety and wellbeing of all who worship and those who volunteer their services, and in particular children and vulnerable people. Advise that the information will be treated confidentially in accordance with Diocesan *Policy 42 (Privacy)*

**Applicant's Name****Establish referee's relationship to applicant****How long has referee known the applicant?**

Is there any relevant information you think we should know about the applicant that would question their fitness to be a volunteer in the Diocese?

☐ No☐ Yes ►► *If yes, please comment below*

Are there any matters of concern about the applicant that would place children or vulnerable people at risk?

☐ No☐ Yes ►► *If yes, please comment below*

Have you ever known the person to demonstrate violent or aggressive behaviour?

☐ No☐ Yes ►► *If yes, please comment below*

Please comment on the applicant's skills and characteristics that would make them suitable to lead, care for or work with children and vulnerable people.

Have you ever seen the applicant deal with a difficult situation?  
If YES, how did they manage it?

☐ No☐ Yes ►► *If yes, please comment below*

How do you think the applicant is suited to the role they are applying for?

☐ Highly Suitable☐ Suitable☐ Not Suitable

Would you appoint them to this role?

☐ No☐ Yes

Do you think that the applicant would benefit with further development or supervision to better assist them in the role they are seeking?

☐ No

☐ Yes ►

► *If yes, please comment below*

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**COMMENTS FROM INTERVIEWER – REFEREE 2**

Referee's level of enthusiasm for applicant ☐ High ☐ Medium ☐ Low

Did information flow freely, without hesitation? ☐ Yes ☐ No

Overall Impression of Referee ☐ High ☐ Medium ☐ Low

Interviewer's Comments

**SIGNATURE**

**DATE**

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Please submit your application by:

**EMAIL**  
[screenings@perth.anglican.org](mailto:screenings@perth.anglican.org)

or **MAIL** in an envelope marked  
**CONFIDENTIAL** to:  
**Safe Ministry Services**  
**GPO Box W2067 PERTH WA 6846**