**SAMPLE APPLICANT REVIEW**

Applicant:

Trip applied for:

Trip coordinator:

## FORMS

|  |  |  |
| --- | --- | --- |
| **FORM** | **RECEIVED** | **COMMENTS** |
| Application form including referee contact details | [ ]  |  |
| Criminal record checkWorking with children / vulnerable people check | [ ] [ ]  |  |
| Personal testimony | [ ]  |  |

**INTERVIEW**

|  |  |  |
| --- | --- | --- |
| INTERVIEWER | DATE | SUMMARY |
|  |  |  |

## REFERENCE CHECKS

|  |  |  |
| --- | --- | --- |
| REFEREE NAME | DATE | SUMMARY |
|  |  |  |
|  |  |  |

**ASSESSMENT** (based on applicant evaluation on next page)

|  |  |
| --- | --- |
| RATING | Comments/Areas to address in training |
| [ ]  Suitable[ ]  Some Concern  [ ]  Unsuitable |  |

## FINAL APPROVAL

Approved by:

Date:

|  |
| --- |
| APPLICANT EVALUATION |
| Suitability to interact with children | Yes  | No |
| * Were there any criminal convictions or significant evidence/allegations of child abuse?
 | [ ]  | [ ]  |
| * + If yes, has this been communicated to the relevant people as per the organisation’s child protection policy?
 | [ ]  | [ ]  |
| * Were there any concerns raised by referees around the applicant’s behaviour with children?
 | [ ]  | [ ]  |
| * Did you note any concerning answers regarding their view of children or interactions with children?
 | [ ]  | [ ]  |
| * + If yes, have these concerns been investigated further?
 | [ ]  | [ ]  |
| Qualifications |  |  |
| * Did they have the relevant skills/ qualifications required for the planned activities?
 | [ ]  | [ ]  |
| * + If yes, did they provide evidence of their skills/qualifications?
 | [ ]  | [ ]  |
| * + If no, do they understand they will not be engaging in activities they are not skilled/qualified in?
 | [ ]  | [ ]  |
| Motivations and expectations |  |  |
| * Were they motivated to go on the trip to learn, encourage and build relationships?
 | [ ]  | [ ]  |
| * Were they motivated by any other reasons that would seem unreasonable or concerning?
 | [ ]  | [ ]  |
| * If yes, can this be addressed through orientation and training?
 | [ ]  | [ ]  |
| * Did they demonstrate realistic expectations and understandings of the trip?
 | [ ]  | [ ]  |
| * If no, can this be addressed through orientation and training?
 | [ ]  | [ ]  |
| Demonstration of respect for others |  |  |
| * Did they demonstrate an ability to submit to authority and follow instructions?
 | [ ]  | [ ]  |
| * Did they demonstrate a willingness to go as a learner?
 | [ ]  | [ ]  |
| * Did they show a good level of respect for other people’s opinions, beliefs and cultures?
 | [ ]  | [ ]  |
| * Did they show an ability to be flexible and resilient in challenging circumstances?
 | [ ]  | [ ]  |
| Other |  |  |
| * Did the screening process reveal any other concerns or potential barriers for them participating in the trip?
 | [ ]  | [ ]  |
| KEY: [ ]  = Area of concern. Re-evaluation or further action required. [ ] = Desired response. No concern revealed in this area.  |