# SAMPLE REFERENCE CHECK

Applicant’s name:

Trip applied for:

Referee:

Phone:

Reference check completed by:

Date:

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| INTRODUCTION | |  |
| My name is <your name> and I’m calling to conduct a reference check for <name of applicant> who has applied to attend an  upcoming <short-term mission trip/volunteer trip> with <name of sending organisation/ church>. Your details have been provided to me by <applicant’s name> and I would first like to check if you are prepared to provide a reference? | YES  NO | |
| The reference check will take approximately 10 minutes to complete. Is this a good time for you? If not, when is a convenient time for us to continue this conversation? | CALL BACK  PROCEED | |
| Please note that this reference will be used in the overall evaluation of the applicant, and will affect whether they are selected to be a part of this <short-term mission trip/volunteer trip>.  Any information you provide will be confidential. | YES  NO | |
| <Briefly explain the nature of the short-term mission trip and the factors you will be assessing through the reference check> |  | |

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| GENERAL QUESTIONS |  |
| What is the nature of your relationship with the applicant? |  |
| How long have you known the applicant? |  |
| What responsibilities or roles have you seen them perform? |  |
| What would you say are the applicant’s strengths? |  |
| What would you say are the applicant’s development areas (e.g. weaknesses)? |  |
| What would you say are the applicant’s development areas (e.g. weaknesses)? |  |
| How well does the applicant manage stress or challenging circumstances? |  |
| Have you had any concerns with their character/behaviour? If yes, please explain when these issues were identified? When were they discussed with the individual? What work are their doing to improve and what progress has been made? |  |
| Can you comment on the applicant’s: willingness to learn respect for others submission to authority reliability spiritual maturity (where relevant) |  |
| CHILD PROTECTION QUESTIONS |  |
| In this STM trip, the applicant will be interacting with children. Have you observed the applicant interacting with children? If yes, in what context? |  |
| If yes, do you have any concerns around their interactions and behaviour with children? |  |
| Are you aware of any criminal convictions, allegations or suspicions of child abuse related to this applicant (if they are authorised to disclose this information)?  information)? |  |
| Would you recommend this applicant for a <short-term mission trip/ volunteer trip>? |  |
| Do you have any final comments? |  |
| Thank you for taking the time to provide feedback. If you wish to provide any further information, you can contact me on <your contact details>. |  |