

Reference Check

Applicant Name:	
Position applied for:	Community Play Coordinator
Referee Name:	
Referee Position Title:	
Company:	
Referee contact details:	
Date reference provided:	

Privacy Act (please tell referee the following)

Under the Privacy Act candidates can obtain access to their files. Please be aware of this when answering the following questions: -

Position Applicant held:	
Relationship with Applicant:	
Dates employed:	
Reason for leaving:	

- 1. What were his/her key duties and responsibilities?**
- 2. Would you have any concerns about the applicant working with children or young people?**
- 3. Have there been any incidents, findings or allegations against the applicant in relation to allegations of inappropriate behaviour with respect to children or young people?**
- 4. Describe his/her ability to work within a team? How did he/she relate to their peers/colleagues/supervisors?**
- 5. Have you ever had any reason to question his/her honesty or integrity? If yes, why?**

CLUB INTERNAL USE ONLY

Name (Club member who conducted reference check)	
Position	
Signature	
Date reference completed	
Recommended for position with Club	Yes / No

Please include answers to all questions and file this to ensure a record of this reference check is kept. This information should be securely stored because it contains private information. Please forward a copy of this check to screening@tennis.com.au to assist us in reviewing your club's Community Play application. Please also ensure your Community Play Coordinator submits their Working with Children Check, National Police Check and signed Member Protection Declaration to Tennis Australia via MyTennis or to screening@tennis.com.au