**Checking References for Volunteer Applications**

Use this template when calling referees for potential volunteers who have applied for a position within your club. Edit the questions as necessary, and add any of your own that you wish to ask. Remember, you must not ask for sensitive information about the applicant.

**Applicant:**

**Position applied for:**

**Date:**

**Check completed by:**

*Prior to getting in touch with the referee, think about what you will say. Make sure you introduce yourself, the reason why you are calling, and check whether the referee has time to talk or if you need to schedule a different time. Explain the position that the volunteer is applying for so the referee can provide you with relevant information.*

**Referee name and contact number:**

**Referee position:**

|  |  |
| --- | --- |
| Question | Response |
| How do you know *[applicant]*? |  |
| Do you think *[applicant]* would perform well in *[position]*? |  |
| What strengths does *[applicant]* have? |  |
| Would you recommend *[applicant]* to us for *[position]*? |  |
| Do you have any other comments about *[applicant]*? |  |
| Use these boxes to add any other specific questions you may have |  |
|  |  |
|  |  |

*For additional questions, consider asking questions that relate to specific aspects or duties involved with the position. Make sure each question helps you towards making a decision.*