***Introduction***

‘Hello. My name is <insert name> and I am calling from the University of Adelaide, <insert name> volunteer group. Can I please speak to <insert referee name>? Are you aware that <insert applicant name> has applied for a volunteer position with us and has listed you as one of their referees? Are you happy to provide a reference? Do you have ten minutes now to complete the check?’

**Before proceeding, provide a brief description of the volunteer position.**

1. How long and in what capacity have you known <applicant name>? Is s/he a personal friend?

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1. How would you describe <applicant name> as a person?

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1. Can you comment on the skills and characteristics <applicant name> has, which might be relevant for this position?

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1. Do you think that <applicant name> will be able to work as a part of a team and individually? Do you think they would need to be supervised closely?

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1. How strongly would you recommend <applicant name> for this position?
	* Not at all
	* With reservations
	* Recommend
	* Strongly recommend
	* Not sure
2. Are there any other comments you would like to make?

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# Conclusion

“Thank you for taking the time to speak with me today. If required, are you happy for the information you have provided today to be shared with the applicant?”

 ❑ YES ❑ NO

If no, please explain:

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Summary and recommendations

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