

## SCHEDULE 5 - RECORD OF REFERENCE CHECK

<b>1. Details of applicant:</b>		
Full name		
<b>2. First referee contacted:</b>		
Full name		Date:
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Email <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		
<b>3. Second referee contacted:</b>		
Full name		Date:
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Email <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		
<b>4. Church / Organisation contacted:</b>		
Full name		Date:
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Email <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		
<b>5. Church / Organisation contacted:</b>		
Full name		Date:
Relationship with applicant		Contacted by: <input type="checkbox"/> Phone / <input type="checkbox"/> Email <input type="checkbox"/> Conversation in person
Summary of remarks concerning suitability for working with children		

**Details of person who conducted check:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_

Please note the information collected above is highly confidential and sensitive and must be stored in a confidential place and only accessible to church leadership.