**PRIEST REFEREE ASSESSMENT FORM**

This reference has been designed to assist you in evaluating the applicant’s suitability for the position of Principal of a Catholic school in the Diocese of Ballarat.

You are invited to comment freely on those areas that are relevant to your knowledge of the applicant. Please feel free to take additional space as required.

*Please complete this form and return to Catholic Education Ballarat* [*employment@dobcel.catholic.edu.au*](mailto:employment@dobcel.catholic.edu.au)*.* Completed form is not to be returned to the applicant.

|  |  |
| --- | --- |
| **Applicant’s name:** |  |
| **Position applied for:** |  |

|  |  |
| --- | --- |
| **Referee’s name:** |  |
| **Referee’s role:** |  |
| **Referee’s current phone:** |  |
| **Time you have known the applicant:** |  |

|  |  |  |
| --- | --- | --- |
| **Child Safety** | | |
| Have you directly observed the applicant’s work  with children? | **Yes** | **No** |
| Do you have any concerns about the applicant working directly with children? | **Yes** | **No** |
| Are you comfortable knowing that the applicant might sometimes be working alone with children? | **Yes** | **No** |
| Are you aware of: | | |
| any disciplinary action taken against the applicant in relation to any inappropriate or unprofessional conduct? | **Yes** | **No** |
| any allegation of inappropriate or unprofessional conduct made against the applicant and substantiated by an employer or other body? | **Yes** | **No** |
| the applicant being found guilty of a criminal offence or currently facing criminal charges? | **Yes** | **No** |
| Any relevant comments | | |
| **General** | | |
| Your comments may be relevant to following areas;   * Catholic School Culture * Learning and Teaching * Community Engagement * Leadership and Stewardship * Wellbeing | | |
| How would you describe the applicant’s overall work performance? | | |
|  | | |
| What would you say are the applicant’s strengths? | | |
|  | | |
| What are the applicant’s development areas? | | |
|  | | |
| Relevant knowledge you may have about the applicant’s capacity or suitability for the position. | | |
|  | | |

**Recommendation**

|  |  |  |
| --- | --- | --- |
| I would recommend this person for the position of Principal | **Yes** | **No** |
| **Signature** | **Date** | |

**Privacy Notice**

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