

| Volunteer applicant details | | | |
|-----------------------------|--|--------------|--|
| Full name | | Phone number | |
| Email | | | |

Reference checks are an important part of our volunteer recruitment and selection process. Please provide us with details of **at least two referees**, who have known you for **at least two years** (ideally longer), who we can contact

- Referees **must not be your partner/spouse or be related to you** or to your partner/spouse.
- Include both phone and email contact details, provide details for additional referees, and letting your referees know to expect a call from The Smith Family in relation to your volunteering, will help us to complete these checks in a timely manner.

| 1. Referee details | | | |
|-------------------------------|---|------------------------------------|--|
| Full name | | Phone number | |
| Preferred name | | Alternate number | |
| Email | | | |
| Nature of relationship | <input type="checkbox"/> Professional eg colleague, manager, teacher <input type="checkbox"/> Personally eg friend, coach, neighbour | Length of time they have known you | <input type="checkbox"/> 2-5 years <input type="checkbox"/> More than 5 years |
| 2. Referee details | | | |
| Full name | | Phone number | |
| Preferred name | | Alternate number | |
| Email | | | |
| Nature of relationship | <input type="checkbox"/> Professional eg colleague, manager, teacher <input type="checkbox"/> Personally eg friend, coach, neighbour | Length of time they have known you | <input type="checkbox"/> 2-5 years <input type="checkbox"/> More than 5 years |
| 3. Referee details (optional) | | | |
| Full name | | Phone number | |
| Preferred name | | Alternate number | |
| Email | | | |
| Nature of relationship | <input type="checkbox"/> Professional eg colleague, manager, teacher <input type="checkbox"/> Personally eg friend, coach, neighbour | Length of time they have known you | <input type="checkbox"/> 2-5 years <input type="checkbox"/> More than 5 years |
| 4. Referee details (optional) | | | |
| Full name | | Phone number | |
| Preferred name | | Alternate number | |
| Email | | | |
| Nature of relationship | <input type="checkbox"/> Professional eg colleague, manager, teacher <input type="checkbox"/> Personally eg friend, coach, neighbour | Length of time they have known you | <input type="checkbox"/> 2-5 years <input type="checkbox"/> More than 5 years |

DECLARATION

I _____ (full name), being the

- Applicant**

 Parent/legal guardian OR Legally authorised agent * of the applicant
 (has legal authority where applicant is under the age of 18, or unable to sign on own behalf)

- (i) have permission from these referees to provide their information, I consent to The Smith Family contacting referees on the details provided and securely storing any information they supply
- (ii) acknowledge that any personal information sent, by mail or electronically, including this form, is sent at my own risk and I am aware of the consequences of these methods of lodgement;

Signature

| | |
|--|--------|
| | Date |
| | / / |

*When consent is signed by parent/legal guardian or other legally authorised agent, identification and the appropriate legal authority recognising this relationship, must be presented with this form