



Generally, the applicant’s current manager should provide the referee report. If the applicant does not have a lot of, or any work experience then a teacher/lecturer may complete the report.

Relevant information provided in this referee report will be used, along with relevant other information, to make a decisions about the applicant’s suitability to perform the relevant duties of the position including their genuinely required work-related qualities. When providing a referee report, please refer to the position description for details of position for which the applicant has applied.

Where adverse information is provided, including the inability of referees to provide relevant information, the report must show how this has been considered in making recommendations.

Personal information contained in this referee report will be dealt with in accordance with the Court’s [Privacy Policy](#) and [Personal Information Statement](#). Please note that the applicant will be provided with a copy of this report, if they request it.

**Part 1 | Details**

<b>Name of applicant:</b> [REDACTED]
<b>Position title:</b> [REDACTED]
<b>Name of referee:</b> [REDACTED]
<b>Referee’s job title and organisation:</b> [REDACTED]
<b>Referee’s contact details:</b> [REDACTED]
<b>Referee’s working relationship with applicant:</b> [REDACTED]
<b>Length of referee’s working relationship with applicant:</b> [REDACTED]

**Part 2 | Work performance (optional)**

Details
<b>Out of a scale from 1-10. What score would you give them for their soft skills.</b> [REDACTED]
<b>What would you say is their 3 main values based on your observations?</b> [REDACTED]
<b>Any challenges with getting along with staff or stakeholders outside of direct management?</b> [REDACTED]
<b>Do they still undertake technical work in their current position?</b> [REDACTED]

Can they explain information quickly and concisely? [REDACTED]

**Part 3 | General questions (mandatory)**

What are the applicant's strengths? [REDACTED]

What are the applicant's areas of development? [REDACTED]

Has the applicant's attendance at work been satisfactory? [REDACTED]

Are you aware of any incidents of misconduct or underperformance in relation to this applicant? [REDACTED]

Would you recommend the applicant for this position at this classification? [REDACTED]

Would you re-employ the applicant? [REDACTED]

**Part 4 | Referee's signature**

Signature:

Date: