

Paid Staff Screening Checklist

Safeguarding Children and Young People



Personal Details

Name

Date of Birth Contact No.

Position held at the club?

Address:

Screening Checks

Working with Children (or State equivalent) Yes No Check No..... Expiry.....

National Police Check (NPC) Yes No NPC No..... Expiry.....

Referees Checked Yes No

Name of person who conducted referee check

Additional Screening

Member Protection Declaration signed Copy Attached.....

Screening Notes

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Authorised Club Representatives

Club President..... Secretary / Committee Member.....

Signature..... Signature.....

Date Date.....

** Please be aware that once you complete this form it should be securely stored because it contains private information. It is recommended that clubs retain this information for a minimum of seven years.



Personal Details

Applicant Name

Position applied for:

Referee Name:.....

Referee Position Title:.....

Company:

Referee contact details:

Date reference provided:

Privacy Act (please tell referee the following)

Under the Privacy Act candidates can obtain access to their files. Please be aware of this when answering the following questions:

Position Applicant held:

Relationship with Applicant:

Dates employed:

Reason for leaving:

What were his/her duties and responsibilities?

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Would you have any concerns about the applicant working with children or young people?

Have there been any incidents, findings or allegations against the applicant in relation to allegations of inappropriate behaviour with respect to children and young people?

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Describe his/her ability to work within a team? How did he/she relate to their peers/colleagues/supervisors?

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Have you ever had any reason to question his/her honesty or integrity? If yes, why?

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Name (Club member who conducted reference check).....

Position

Signature.....

Date reference completed

Recommended for position with Club Yes No

Please include answers to all questions, and file this to ensure a record of this reference check is kept

