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| Referee Check Template |
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| OFFICIAL |

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The Supported Residential Services (Private Proprietors) Regulations 2012 require two referee statements are provided as part of an applications for the registration of premises as a supported residential service (SRS), a new director or officer of a proprietor and for a person to manage an SRS.

This template may be completed **by the referee** to assist in writing their referee statement. It includes prompts to help referees in writing their statement. This is an example only, referees may choose to write their statement in whatever format they choose, as long as it satisfies the requirements below:

# Applicant details

|  |  |
| --- | --- |
| Name  |   |
| SRS Name  |   |
| Role  |   |

# Referee details

|  |  |
| --- | --- |
| Name  |   |
| Title  |   |
| Company Name  |   |
| Phone / Email:  |   |

Referee’s knowledge of applicant

|  |  |
| --- | --- |
| Length of time you have known the applicant  |   |
| Referee’s relationship to applicant  |   |
| Position(s) held by applicant  |   |
| Key responsibilities of applicant in position above  |   |
| Employment dates  |   |
| Would you hire the applicant? (if so, in what role or why not)  |   |

Applicant character

Are you aware of any formal performance related matters, which may impact on the applicant’s ability to ensure their responsibilities are met?

Were there any formal disciplinary matters that occurred during the applicant’s employment?

Have you observed any behaviour by the applicant that might be contrary to their responsibilities?

Do you have any comments regarding the applicant’s reliability and quality of work?

Applicant Financial Reputation

Are you aware of any experience the applicant may have in running a business?

Do you have any comments regarding the applicant’s productivity/effectiveness?

# Applicant ability to run a Supported Residential Service

The applicant will be responsible for running a business in the aged care / disability sector, as well as ensuring residents receive quality care appropriate to their needs and are treated with dignity and respect.

Are you aware of any experience the applicant may have in the SRS or aged care/disability sector?

Are you aware of any experience the applicant may have in managing a residential care facility?

# General comments

Would you like to make any further comments?

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