

Mater Graduate Program



Employment Reference

Please return the completed form to the Mater Graduate Recruitment Team on graduates@mater.org.au ensuring you include the applicant name in the document name and email subject line.

To maintain the integrity of the reference check process, can please ensure that you return this reference form from your professional email address.

Applicant Details	
Applicant Name	
Referee Details	
Name	
Company Name	
Position	
Contact Details	

Please note that under privacy laws, the candidate can now gain access to the information you supply upon request. Equally, you may gain access to the information that you give and could do so by contacting our Human Resources Department.

What position/s does/did the applicant hold while employed by your company and what dates were they employed by you (or the duration of their employment)?

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What is/was your position during the applicant's employment and what is/was your relationship with the applicant?

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How well does/did the applicant associate with their colleagues/management?

Does/did they have any staff directly reporting to them? If yes, how well do/did they engage with their staff?

How would you describe their overall attitude to work?

How would you rate their punctuality and reliability? Were there any issues with excessive absences?

Please comment on their quality of work and performance in the role?

How does/did they handle conflicting priorities, stress and pressure?

How would you describe their communication style – verbally and written?

What do you consider to be the applicant's strengths?

In your opinion what were/are the reasons they left your organisation?

Given the opportunity would you reemploy them in a similar role?

Please add any further comments