

Employer Reference Template

This form must be completed by the applicant's employer **in their own words**. The employer should initial the bottom of each page at the identified location and complete the declaration on page 4.

Note: A separate form must be provided for each period of relevant employment to be claimed. This includes periods of employment in different roles within the same service.

1. Service details

Service name	<input type="text"/>		
Service Approval No.	<input type="text" value="SE -"/>	(Only required for Australian services)	
Service Registration No.	<input type="text"/>	(Only required for international services)	
Service address	<input type="text"/>		
	State or province	Postcode	Country
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Phone number	<input type="text" value="()"/>		
Service website	<input type="text"/>		

2. Applicant's Employment Details

Position title (As per position description or employment agreement)	<input type="text"/>		
Is the applicant currently employed here?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date commenced (Day/Month/Year) (in relevant occupation)	<input type="text" value="/ /"/>	Date completed (Day/Month/Year)	<input type="text" value="/ /"/>
Employment	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Casual <input type="checkbox"/> Voluntary <input type="checkbox"/>
Normal working hours (Per week, as per contract)	<input type="text"/>	Salary (Per annum)	<input type="text"/>
Do the applicant's hours vary from week to week?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has the applicant taken extended leave during this employment? (beyond the standard Australian annual leave allowances, meaning: 4 weeks of annual leave, 2 weeks of personal leave per year)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please provide details of any extended leave taken during the period of employment being claimed:			
<input type="text"/>			

Does the applicant work directly with children in this role?

Yes

No

Youngest age of children
you worked with years

Oldest age of children
you worked with years

Has the applicant held any other positions whilst working at this service?

Yes

No

If yes, please provide details including previous position title and start/end dates of each position:

3. Responsibilities of the role

Describe the standard responsibilities of the role, for example those set out in the job description / duty statement: A position description can be provided as an attachment.

4. Skills demonstrated in the role

Provide key situational examples of when you saw the applicant demonstrate the required skills and competencies of the role:

Example

(each example you provide should address the following)

Task: Identify which task or responsibility you are addressing.

Situation: Briefly describe the situation and what skills you saw the applicant demonstrate.

Result: Briefly outline what the outcome was and how the applicant performed.

Please print additional copies of this page if you would like to include further examples of your skills in the relevant occupation.

5. Employer Declaration – *Please print and hand-sign this declaration form*

Please tick each clause below and sign the declaration

I, (employer name and surname)

of (name of service) declare that:

- I have prepared this reference myself and in my own words.
- The applicant (stated below) was employed for the period specified and in the role identified.
- I have provided full and accurate information about any relevant changes to the applicant's (stated below) employment, including changes to their standard hours (full time or part time) and identifying any periods of extended leave taken during the period of employment being claimed.
- I have witnessed or directly supervised the applicant conducting the specified tasks and duties in their capacity of employment, and for the duration of the period of employment being claimed.
- I understand that providing false or misleading information is an offence and all the information I have provided is true and correct.

Employer signature Date / /
Day Month Year

Employer position / role
(Printed)

Applicant name
(Printed)

Should we require further information about the applicant's employment experience, please provide your direct contact details:

Referee phone number

Referee email address

Please note: For privacy reasons, we strongly recommend supplying your personal or direct contact information. However, if you wish to provide a business email address we encourage you to be mindful of who may have access to any emails related to the applicant in the event that they contain private information.