

# Paid Staff Screening Checklist Form

## Child Safe



The following checklist is to assist clubs in the recruitment of paid staff, and should be completed by the Club during the recruitment process.

Insert Club Name

### Personal Details

Name .....  
Date of Birth ..... Contact No. ....  
Position applied for? .....  
Address: .....

### Screening Checks

Working with Children (or State equivalent)(WWC)  Yes  No      Number/Ref No. .... Expiry .....

To be Submitted  Submitted Pending Approval      Application No. ....

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

To be Submitted  Submitted Pending Approval      Application No. ....

Referees Checked  Yes  No

### Additional Screening

Member Protection Declaration signed  Copy Attached

### Screening Notes

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.....  
.....  
.....

### Authorised Club Representatives

Club President (Name)..... Recruitment Coordinator. ....  
Signature..... Signature.....  
Date ..... Date. ....

Instructions for Club Representatives:  
Please be aware that once this form has been completed it should be securely stored because it contains private information.  
It is recommended that clubs retain this information for a minimum of seven years



## Reference Check #1

Referee Name.....  
Referee Position Title.....  
Professional/Personal Referee .....

Company.....  
Referee contact details .....

Date reference provided.....

## Reference Check #2

Referee Name.....  
Referee Position Title.....  
Professional/Personal Referee .....

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? .....

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?

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

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

