

HR Applicant Interview & Referee Record

About the interview with the applicant

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview. The interview will be proportionate to the role and include child safe focused questions. The [Executive Director](#) and / or [Rosh Yeshivah](#) (Dean) (as the case may be) will conduct these interviews, in the presence of the [Child Safe Officer](#), as required. These positions are identified on our website at this link: <https://www.rabbinicalcollege.edu.au/faculty>.

The format of the face-to-face interview will:

- Advise the applicant about the position and the College.
- Provide a full position description to the applicant that outlines the job's general requirements and responsibilities, including requirements, duties and responsibilities regarding child safety.
- Highlight our organisation's commitment to protecting children and young people from abuse, and provide the applicant with information about the College's child safety practices, including:
 - [Child Protection Policy](#)
 - [Code of Conduct](#)
 - [Child Safety Reporting Policy](#)
 - [A Step by Step Guide to making a report to Child Protection or Child First](#).
- Discuss the applicant's skills and experience as they relate to the position.
- Examine issues relating to the applicant's suitability to work with children and young people (see below).
- Answer any questions the applicant may have.
- Advise the applicant about the next steps in the selection process.
- Obtain permission to contact the applicant's three nominated referees.
- Notes are taken during the interview using this form and will be kept in the staff file for successful applicants.

The face-to-face interviewer will ask specific child safe focused questions to all applicants, to examine at least the following issues relating to the applicant's suitability to work with children and young people:

- The applicant's beliefs and values in relation to the treatment of children and young people.
- The applicant's general awareness and understanding of child protection issues.
- The applicant's essential or relevant qualifications / competence, professional experience and attributes, in relation to child safety of child safety and child protection.
- The applicant's reasons for leaving previous positions involving work with children and young people.
- Any potential concerns our organisation may have with the applicant's resume or work history, such as gaps in their work history, frequent job changes, inability to nominate precise start or end dates for previous roles



Part 1: Interview Record

The interviewer should refer to the interview questions below. To make best use of this record sheet:

- Take comprehensive notes during the discussion, using the space below to summarise the applicant's comments.
- Provide sufficient detail so that another person reading this record in the future will understand what the applicant said.

For successful applicants, this documentation is added to their personnel file.

Section 1: Applicant Details	
Name:	
Position Sought:	
Address:	
Home Phone:	Mobile Phone:
Work Phone:	Email address:

Section 2: Interview Questions
Would you tell us about your qualifications and / or experience in relation to working with children and young people?
Would you tell us about your general awareness and understanding of child protection issues?
What do you find most rewarding about working with children and young people?
What do you find most challenging about working with children and young people?
How would you handle a child who is behaving in a manner that is disruptive in a group setting?



How would you deal with a child or young person who is acting aggressively?
Can you tell us about children or young people you have found challenging to work with? What strategies do you use to handle challenging behaviour?
Have you ever lost your temper working with children or young people? What was the trigger for this? What was the outcome?
Are there any children whom you would not wish to work with and, if so, why?
How do you think your peers, supervisors and referees would describe the way you work with children and young people?
How would you respond to a child or young person who disclosed they were being subjected to abuse?
What would you do if you thought another staff member or volunteer was harming a child or young person?
What would you do if you thought a child or young person was being abused at home?
How would you handle a child who appears sad and refuses to participate in activities?
Have you ever had any disciplinary action taken against you in relation to your working with children and young people?



What are the reasons for leaving your previous role(s)?

Any other matters [Any potential concerns with the applicant's resume or work history, such as gaps in their work history, frequent job changes, inability to nominate precise start or end dates for previous roles.]

Section 5: Interviewer Details

Interviewer Name:

Interviewer Role:

Signature:

Date:



About referee nomination

We conduct a minimum of three reference checks for all shortlisted applicants as a means to gather additional information about the applicant's suitability to work in the role for which they have applied.

Applicants being considered for appointment should, in the first instance, be asked to provide contact details for three professional referees who can provide information relating to the applicant's suitability to work with children. Professional referees:

- should include a representative of the applicant's current or most recent employer
- must have had a direct managerial relationship with the applicant and so be capable of commenting knowledgeably in relation to the applicant, and ideally have been the applicant's supervisor or line manager.

Personal referees are not recommended. However, if there is no option but to include a personal referee, then that referee:

- should not be related to the applicant
- should have known the applicant for at least 12 months
- must be able to vouch for the applicant's reputation and character.

The referee checks we undertake must involve direct contact with the referee. Written character references are not sufficient unless also followed up and verified through direct contact.

Difficulty in contacting referees, such as those based overseas, or those who have left an organisation, is not justification for accepting lower standards of scrutiny.

In the course of the applicant's interview, the applicant's written permission is obtained to conduct a thorough check of the work histories and references to determine their suitability for the job. This form is used to obtain this position, as well as to conduct the referee checks.

All referees are asked the same questions. This form contains questions used to guide our discussions with referees, and to record details of those discussions in relation to the applicant's suitability to work with children. This form is kept in the staff file of successful applicants. .



Part 2: Referee Nomination Details

Section 1: Applicant Details	
Name:	
Position Sought:	
Address:	
Home Phone:	Mobile Phone:
Work Phone:	Email address:

Section 2: Referees	
Referee 1 - Name:	Org / Role:
Address:	
Best Phone:	Email:
Referee 2 - Name:	Org / Role:
Address:	
Best Phone:	Email:
Referee 3 - Name:	Org / Role:
Address:	
Best Phone:	Email:
Does this list include the applicant's current or most recent employer Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain:	

Section 3: Applicant Confirmation (at conclusion of appointment)	
I confirm that I have been advised about the College and the role position Yes <input type="checkbox"/> No <input type="checkbox"/>	
I confirm that I have been advised about the College's child safety practices Yes <input type="checkbox"/> No <input type="checkbox"/>	
I grant the College permission to contact the referees nominated above Yes <input type="checkbox"/> No <input type="checkbox"/>	
Applicant Name:	Interviewer Name:
Applicant Signature:	Interviewer Signature:
Date:	Date:



Part 3: Referee Check

Part 3 should be repeated three times per applicant, once per referee.

The interviewer should refer to the questions below, and document the referee's responses on the form. To make best use of this record sheet:

- Take comprehensive notes during the discussion, using the space below to summarise the referee's comments.
- Provide sufficient detail so that another person reading this record in the future will understand what the referee said.

For successful applicants, this documentation is added to their personnel file.

Section 1: Referee Details (copy from part 2 section 2)	
Referee Name:	Org / Role:
Address:	
Best Phone:	Email:
How have you confirmed referee identity, role and contact details? (e.g. advertised business phone numbers, website staff profiles)	

Section 2: Nature and duration of referee's professional relationship with the applicant
How long have you known [applicant]?
What was your work relationship to [applicant] during the time you worked together? [e.g. supervisor, manager, co-worker]

Section 3: Verification of information in resume or provided by applicant
What was [applicant]'s position title?
When did [applicant] work with you or your organisation? from _____ / _____ (month/year) until _____ / _____ (month/year)



What were [applicant]'s main duties and responsibilities?

What is your assessment of [applicant]'s performance in that role?

Section 4: Applicant's suitability to work with children and/or young people

What experience has [applicant] had in working with children and/or young people?

What age groups of children is [applicant] experienced to work with?

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

How would you describe [applicant]'s strengths in working with children or young people?

How would you describe [applicant]'s weaknesses in working with children or young people?

Are you comfortable knowing that [applicant] could be working alone with children or young people?

Would you tell me how [applicant] relates to children or young people?

Are there any challenges that [applicant] would face in working and engaging with children or young people?



Are there any age groups that [applicant] may not be suited to work with?
Does [applicant] use an appropriate language and tone of voice with children or young people?
Have you observed [applicant] disciplining a child or young people? What strategies did he/she use?
Can you tell me about a situation when [applicant] had to handle a child or young person who was angry and lashing out physically?
Do you have knowledge of [applicant]'s understanding of reporting procedures in relation to concerns about a child or young person's welfare?
Does [applicant] become angry easily?
How does [applicant] handle a child or young person who is demanding, challenging or provocative?
Do you know of any instances where [applicant] has demonstrated inappropriate touching and physical contact with children or young people?
Do you know of any instances where [applicant] has acted outside the boundaries of his/her role?
Have there being any findings against [applicant] in relation to allegations of inappropriate behaviour with respect to children or young people?



Have there been any disciplinary action taken against [applicant] in relation to your working with children and young people?

Why did [applicant] leave the/your organisation?

Would you employ [applicant] again?

Section 5: Interviewer Details

Interviewer Name:

Interviewer Role:

Signature:

Date:

