



TO BE COMPLETED BY THE PARISH PRIEST/RELIGIOUS REPRESENTATIVE

Dear Referee

Re: Confidential Referee Report

I am writing to ask you to complete the attached Confidential Referee Report Form. In doing so, you will be assisting Catholic Education in the Diocese of Rockhampton by providing valuable information related to the employment process of the applicant.

In completing the form please bear in mind your assessment of the applicant in relation to **the specific position as advertised**. It is important that your answers reflect the applicant's ability to meet the selection criteria related to the position being applied for.

The information that you provide in this report is important in assisting us in making a decision in relation to the suitability of the applicant for this position. If you perceive limitations in the applicant's immediate capacity for the position, we would appreciate your honest feedback in your comments.

I am sure that you are aware that the selection process relies heavily on accurate referee assessment for its validity and effectiveness, your cooperation in this matter is greatly appreciated.

It would be appreciated if you could forward your assessment to Employee Support Services, PO Box 524, Rockhampton Qld 4700 or e-mail employment@rok.catholic.edu.au as soon as possible. Please note that the Confidential Referee Report is required to be returned by the closing date for the position as informed by the applicant.

With my best wishes and appreciation.

Yours sincerely

Leesa M Jeffcoat AM
DIOCESAN DIRECTOR CATHOLIC EDUCATION

Applicants are to provide a copy of this Confidential Referee Report to their nominated referees.

This report is to be completed by the nominated Referee and either posted to PO Box 524, Rockhampton Qld 4700 or returned by email to employment@rok.catholic.edu.au.

Reports are to be received by the closing date for applications. Referees may be contacted in relation to this Referee Report.

Application Details

Name of Applicant

Position Applied For

How long have you known the applicant

Referee Details

Name of Referee

Position Title and Location

Phone Contact

Mobile Phone

Email

Please comment on how you believe this applicant meets the following Selection Criteria

- 1. Enhancing Catholic Ethos and Identity:** Please comment on how you believe this applicant demonstrates that they are able to meet the requirements of the position by fostering the religious life of the school through Christian witness, active participation in a parish, promotion of Gospel values and the provision of quality Religious Education.
- 2. Engaging and working with the community:** Please comment on how you believe this applicant is able to foster and develop appropriate relationships with school staff, students, parents, clergy, parishioners and the wider community.

Signature of Referee: _____

Date: _____