

NDIS Worker Check – Employer Reference

What is this reference used for?

An employer reference is used to support an application for a NDIS Worker Check. A NDIS Worker Check is an assessment about whether a person poses a risk of harm to people with disability (their suitability for working with people with disability).

An employer reference provides an overview of an applicant's employment history with a current or former employer (the referee). It should outline the worker's role/s, their conduct in the role/s, any incidents or complaints or any other matters that the referee considers may be relevant to assessing whether the worker is suitable to work with people with disability, including children with disability.

How do I complete this form?

The blank form must be provided to the **referee to complete**. The referee must be a current or former supervisor or manager, and not a work colleague, peer or friend.

The completed form **must be signed** by the referee and include their contact details. We may call them to confirm and discuss the information in this reference. We may also contact Human Resources to confirm that the referee is a current or former supervisor or manager.

There are three (3) sections to complete

- Section 1 – the referee provides their and the applicant's personal details
- Section 2 – the referee answers the five (5) questions using the text boxes provided
- Section 3 – the referee signs the reference

We recommend that the referee **first type their responses** in the text boxes below. The form can then be **printed, signed, and scanned** as a **PDF document** (preferred) for return by email.

SECTION 1

Employer's (referee's) details:

First name:

Last name:

Job Title:

Organisation:

Phone:

Email:

NDIS Worker Check applicant details:

First name:

Last name:

Job Title:

Period of employment
(mm/yy to mm/yy):

SECTION 2

1. Provide an outline of the applicant's job role, your role and relationship to them, and their conduct and performance in the role.

2. Outline the length of time you supervised the applicant (please provide dates) and what the applicant was like to manage.

3. Outline any investigations, complaints, issues or concerns raised about the applicant, either by others or you. Include the applicant's response in relation to any incidents of concern that you (or others in your organisation) raised with them.

4. When did the applicant leave their employment and under what circumstances did they leave (was it a termination or voluntary).

5. Anything further to add?

SECTION 3

As the referee, I hereby attest to the accuracy and completeness of the information I am submitting; and I agree to be contacted by the NDIS Worker Check Screening Agency to discuss and confirm any of the details in this reference.

Signature:

Date: