

NDIS Worker Check – Character Reference

What is this reference used for?

A character reference is used to support an application for a NDIS Worker Check. It provides an assessment of the applicant's character from the perspective of the referee (person providing the reference). It should outline the length of time the referee has known the applicant and in what capacity. It can also include any matters that the referee considers may be relevant to assessing whether the applicant 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 should be a person with standing in the community. For example, it could be a community elder, community or religious leader, principal, teacher or a legal practitioner.

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.

There are three (3) sections to complete:

- Section 1 – the referee provides their and the applicant's personal details
- Section 2 – the referee types their statement in the text box 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

Character referee's details:

First name:

Last name:

Phone:

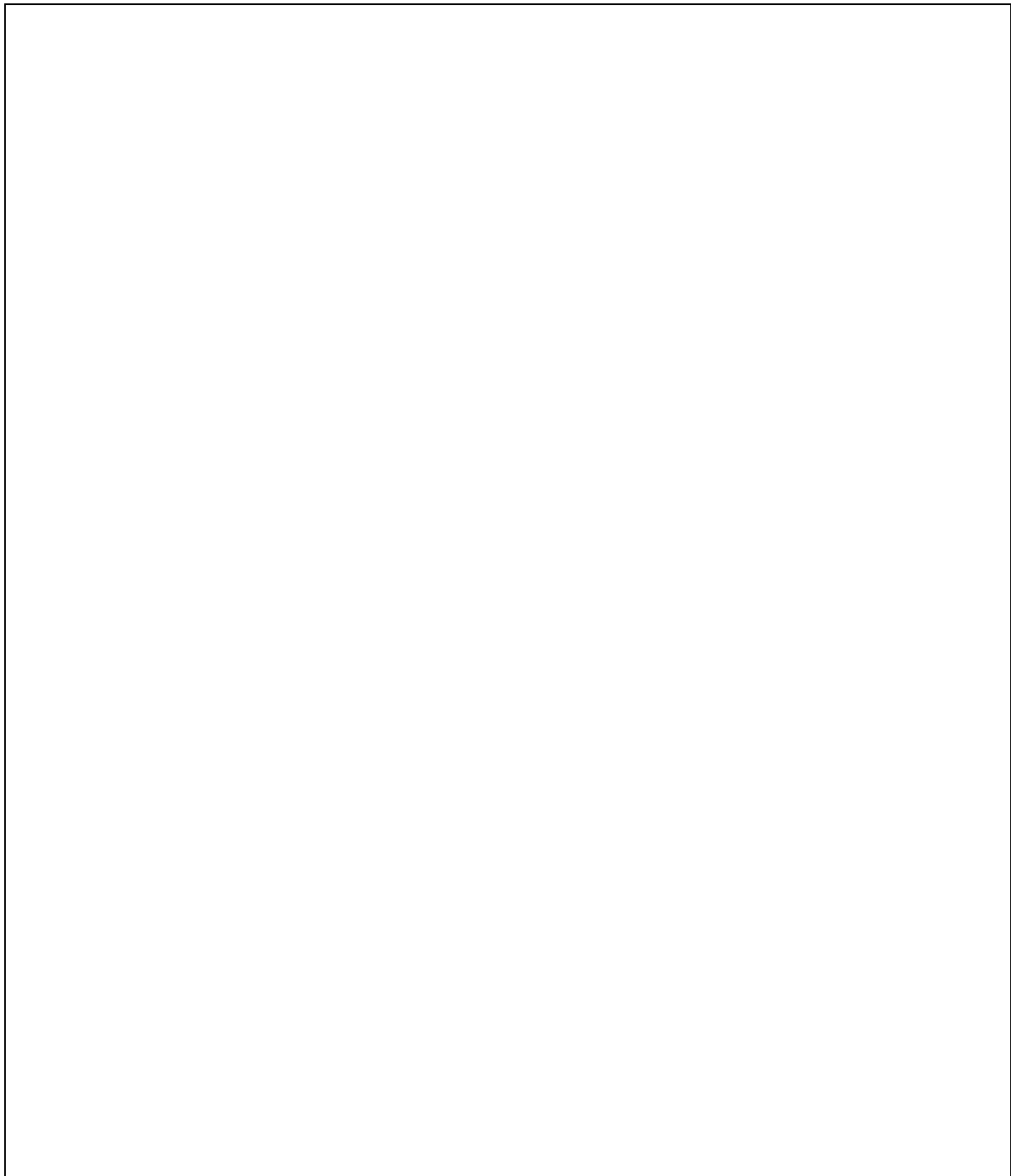
Email:

NDIS Worker Check applicant details:

First name:

Last name:

SECTION 2



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: