



## Character Reference Report For Applicants

**TO APPLICANT:** Make 1 photocopy of this form so you can give a copy to each of the 2 people who you select as referees. Referees must be established, respected adults who know you well but are not your parents, brothers, sisters, or cousins or social friends

**TO REFEREE:** Your complete report must be witness by a work colleague who signs in your presence. Applicants cannot serve as the witness nor can they select the witness. You can interview the applicant in a general way but do NOT ask them to provide their answers to this questions or the entire report will be DISQUALIFIED.

PNGUOT Applicant's Surname: \_\_\_\_\_ First name: \_\_\_\_\_

**YOUR NAME (Referee):** \_\_\_\_\_ Position/job type: \_\_\_\_\_

Main employer/organisation that you serve: \_\_\_\_\_

*If your employer/organisation uses official correspondence letterhead, please staple a sheet of that blank letterhead to this form.*

Next level supervisor above you: \_\_\_\_\_ Phone contact: \_\_\_\_\_

YOUR personal contact postal address: \_\_\_\_\_

1. Please describe your relationship to this applicant:

2. Explain in one sentence how you first met them:

3. How many years \_\_\_\_\_ and months \_\_\_\_\_ have you known them? Starting what year? \_\_\_\_\_

4. Briefly describe the places/kinds of situations through which you typically interact with this applicant:

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5A. State what you have witnessed to be the most positive trait/characteristic of this applicant's personality:

5B. Describe one or more specific observations/experiences that brought you to this conclusion:

6A. -State what single personal trait of this applicant most needs further improvement:

6B. -Describe one or more specific observations/experiences that led you to reach this conclusion:

7A. Please describe how the applicant tends to react when they find themselves in a conflict situation where people are strongly disagreeing about something?

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No right & no wrong answers here! But we want to know what describes the applicant best, NOT based on what they tell you and NOT based on how you THINK they should do things, but rather, **what you have personally observed/experienced about them.**

**Questions 8-17: Tick only ONE response per question. If you tick both, your response will not be counted. If you don't know the applicant well enough to answer a particular question, don't tick either option.**

8. If giving the applicant a task, would YOU be MORE likely to:  let them do it themselves OR  help them?
9. Do you see the applicant as being MORE focused on:  understanding OR  actioning /doing?
10. Do you see the applicant MORE comfortable  testing out new ways  relying on what they know will work?
11. Do you believe the applicant is MORE likely to  request information OR  wait for information to be given?
12. Do you think the applicant is HAPPIEST to:  take on a physical/sports challenge  mentally solve a problem?
13. Can you see the applicant being MORE motivated to  accept/stick with a guaranteed opportunity OR  take a chance and seek a more rewarding opportunity that is harder to get?
14. In performing a task, is the applicant MORE likely to  direct/supervise, OR-  join in/help ...other people?
15. If the applicant faces a serious family or personal problem do you see them as being MORE likely to  try to resolve the problem on their own OR  seek guidance from a trusted friend/relative?
16. Do you think the applicant would be HAPPIER in life  working for themselves OR  working for others?
17. Does it seem that the applicant is MORE inclined to  accept their destiny OR  challenge their destiny?

**QUESTIONS 18-30: Rank each and each statement/option after a question in the order of how strongly you believe it fits the stated aspect of the applicant's personality. THUS: write '1' beside the response you think most strongly fits their personality, '2' for the 2<sup>nd</sup> strongest fit, '3' for the 3<sup>rd</sup> strongest fit, etc., until you have ranked ALL options given following that question. Leaving any options unranked disqualifies that question.**

18. Applicant's overall personality:  a listener  a questioner  an idea provider  an instruction giver
19. Overall interactions:  outspoken  keeps opinions to themselves  shares personal opinions if asked
20. Overall ability to trust with responsibility:  keeping an accurate inventory of equipment checked out to others  Selling items at the market and bringing back the earnings  delivering an important package to someone
21. General approach to work #1:  keeps rechecking that they're doing the task correctly  evaluates their work after finishing the task only  completes a task, proceeds quickly to the next one
22. General approach to a work #2:  waits for help before carrying out the task  tries first to figure out how to perform the task by themselves  seeks help before starting a task
23. Response to conflict (witnessing a bag snatching):  would try to actively stop the crime  would run and bring the police  would volunteer to be a witness  would mind their own business
24. Preferred activity:  reading  talking  writing  analysing / thinking  taking a short rest break
25. Greatest personal reward:  to be paid  to be quietly admired  to be thanked  to do what was needed
26. Preferred use of free time:  walk, read, practice something, or otherwise be active BY THEMSELVES.  rest or think quietly BY THEMSELVES  hang out and do things HAVING OTHERS WITH THEM.
27. Are they MORE likely to:  take on a challenge  stick with what they can do  never turn down a challenge
28. Offers help to:  a stranger to their environment  friend/relative  teacher/boss/pastor they know
29. Applicant's life goal:  workplace supervisor  family provider  important leader  loyal worker

REFEREE name: \_\_\_\_\_ WITNESS name: \_\_\_\_\_

REFEREE signature: \_\_\_\_\_ WITNESS signature: \_\_\_\_\_

Relation of witness to referee: \_\_\_\_\_

DATE: \_\_\_\_\_ [Insert Official Stamp/Seal Here]: Witness mobile phone: \_\_\_\_\_

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