

REFEREE FORM

To whom it may concern,

You have been selected to act as either a personal or professional referee for the following ADF Careers candidate:

Candidate Name: _____ Candidate ID: _____

Please complete the table on the following page. Further information about referees for security clearances can be found at <http://www.defence.gov.au/AGSVA/FAQ/referee.asp>

Once completed, please return the completed form to the candidate who will be submitting the form as part of a pack, **OR** ask the candidate for their Recruiter's email address, and you can email the Recruiter directly.

Thank you for your time.

Privacy Notice

The information supplied in this application is collected by Defence, through ADF Careers, for the purpose of assessing the candidates eligibility for service in the Australian Defence Force specifically related to the candidates ability to gain a security clearance. Personal information about you may be used by Defence and disclosed to the Australian Government Security Vetting agency for the purpose of obtaining information related to the ADF recruitment process.

If you do not provide the information required by this application form, Defence will not be able to process the candidate's application for entry to the Australian Defence Force. If the candidate is enlisted or appointed, their completed application including this form will be retained by the Department of Defence as part of their personal record. If their application is not successful, the information will be retained in accordance with the Archives Act 1983.

For further information about the way Defence collects, stores, uses and discloses personal information, see the Defence Privacy Policy available at: <http://www.defence.gov.au/Privacy.asp> or a copy can be obtained from your ADF Careers Centre.

The Defence Privacy Policy contains information about how you can request access to, or correction of, your personal information and describes how you may make a complaint if you believe Defence may have breached your privacy.

Enquiries regarding the Defence Privacy Policy or Defence privacy practices should be directed to the Defence Privacy Office at: defence.privacy@defence.gov.au

EXAMPLE REFEREE ANNEXCandidate Name: Joe Bloggs Candidate ID: 1234567

Referee Name:	<i>John Rupert Smith</i>		
Referee Phone Number/s:	<i>Mob: 04xx xxx xxx Home: (08) 9xxx xxxx</i>		
Referee Date of Birth:	<i>01 Jan 1980</i>		
Referee Current Address:	<i>12 Somewhere St, Perth, WA, 6000</i>		
Referee Email Address:	<i>John_Rupert_Smith@Example.com</i>		
Referee Citizenship:	<input checked="" type="checkbox"/> Australian <input type="checkbox"/> US/UK/CAN/NZ <input type="checkbox"/> _____		
Referee Date of Citizenship:	<input type="checkbox"/> Birth <input checked="" type="checkbox"/> <u>01 Jan 1999</u>		
Referee Employment History:			
<i>2005 – 2010: Cashier, Some Supermarket, Sydney, NSW, 2000</i> <i>2011 – 2012: Unemployed</i> <i>2012 – 2014: Pilot, RAAF (NV1 Security Clearance, 2014 - Current)</i>			
Referee previous addresses (last 10 years):			
<i>2005 – 2012: 10 Someplace Rd, Sydney, NSW, 2000</i> <i>2012 – Present: 20 This Way, Perth, WA, 6000</i>			
Primary Relationship with Candidate:	<input checked="" type="checkbox"/> Social <u>2014 - Now</u> <input checked="" type="checkbox"/> Professional <u>2012 - 2013</u>		
Relationship of contact (e.g. family friend):	<i>Previous coworker and friend</i>		
Type of contact (If not direct e.g. Email, Skype):	<i>Phone calls and text messaging</i>		
Years of contact with Candidate: (e.g. 2000-2018 or 2006-2009 and 2014-2018)	<i>2008 – present</i>		
Average frequency of contact: (e.g. <input checked="" type="checkbox"/> Weekly 2012 – Now)	<input checked="" type="checkbox"/> Daily <u>2014 - Now</u> <input type="checkbox"/> Weekly _____ <input checked="" type="checkbox"/> Fortnightly <u>2012 - 2013</u> <input checked="" type="checkbox"/> Monthly <u>2009 – 2011</u>		
Any period of less frequent contact:	<i>2008 – 2009: ~once per 4-6 months</i>		

Referee Signature: John Smith Date: 01 Aug 18

Candidate Name: _____ Candidate ID: _____

Referee Name:			
Referee Phone Number/s:			
Referee Date of Birth:			
Referee Current Address:			
Referee Email Address:			
Referee Citizenship:	<input type="checkbox"/> Australian	<input type="checkbox"/> US/UK/CAN/NZ	<input type="checkbox"/> _____
Referee Date of Citizenship:	<input type="checkbox"/> Since Birth	<input type="checkbox"/> _____	
Referee Employment History:			
Referee previous addresses (last 10 years):			
Primary Relationship with Candidate:	<input type="checkbox"/> Social _____ <input type="checkbox"/> Professional _____		
Relationship of contact (e.g. family friend):			
Type of contact (If not direct e.g. Email, Skype):			
Years of contact with Candidate: (e.g. 2000-2018 or 2006-2009 and 2014-2018)			
Average frequency of contact: (e.g. <input checked="" type="checkbox"/> Weekly <u>2012 – Now</u>)	<input type="checkbox"/> Daily _____	<input type="checkbox"/> Weekly _____	
	<input type="checkbox"/> Fortnightly _____	<input type="checkbox"/> Monthly _____	
Any period of less frequent contact:			

Referee Signature

Date:

This document is provided by ADF Careers (ADFC).

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