



Policy 2.3 Confidential Pastoral Reference

This reference should be completed by someone who has known the applicant for more than 12 months AND has first hand experience of the applicants work in Christian Ministry.

The reference is confidential and will only be seen by the ESA Human Resources Team who will destroy the reference once the application has been processed. The applicant will not see the reference once received by ESA. You may show the reference to the applicant if you choose.

The Pastoral Referee should be one of the following people (cannot be a family member):

- Church Minister / Pastor
- Church Elder
- Senior Church Leader
- Youth Pastor / Minister
- ESA Camp Director
- ESA Pastoral Worker

The applicant should give you with this form a stamped envelope for you to send to the ESA office. Please complete the reference and post as quickly as possible.

If you do not wish to write a reference, but have said to the applicant that you will be a referee as you have concerns about the applicant's suitability for the role, please contact the ESA Office directly to discuss on (03) 9837 5225.

The whole application process must be completed at least 1 month prior to any camp that the applicant wishes to lead on, so please take this in to account when accepting to be a referee.

Referee's Letter

Dear Referee,

Thank you for agreeing to be a referee for this person. The information you supply will help us further understand the suitability of this person with regards to their character and fitness to work with people ESA engages with.

Referees can sometimes be motivated by a desire to help an applicant, and may write a favourable report in the hope that the experience of camp leading may prove beneficial. We ask that your replies give absolute priority to the needs of the people we engage with and therefore are as honest and accurate as you can be. If you do not feel that the person is suited to working with ESA, you may either complete the reference or contact the ESA Office directly to discuss on (03) 9837 5225. Remember that your reference is completely confidential to ensure you can be as honest in your comments as you can be.

An ESA representative may choose to contact you as the referee for more details should they deem it necessary.

On behalf of the all the ESA Team, we wish to express out thanks and appreciation for your part in the work of ESA.

This is a reference for:

Referees Details

Full Name	
Contact details	
Email	
Phone	
Position / Role	
Organisation / Church	
How long have you known the applicant?	_____years _____months

Please give a brief description of the applicants personality

In your view, what are the applicants:

Strengths

Weaknesses

How does the applicant respond to working:

Under leadership

In a team

With members of the opposite gender

Can you give brief details of any Christian work / ministry that the applicant has been involved in, and your impression of that work / ministry and the applicant's involvement?

Any further comments?

Referees Statement

Please tick your view on the applicant's suitability for work with ESA

- I can endorse the applicant as competent for the role
- I can endorse the applicant, but recognise there are some areas of growth
- I cannot endorse the applicant as they are not yet competent for the role
- I will not endorse the applicant (if you select this answer, we will contact you by phone to discuss)

Signature of Referee _____

Date of reference ____/____/____