**REFEREE AUTHORITY FORM**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222

**Disclaimer**

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In connection with my application for employment with **[INSERT COMPANY NAME]**, I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Company: |  |
| Relationship (to applicant): |  |
| Contact Details: |  |

I confirm that the above referees have been contacted by me and have consented to acting as a referee on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in **[INSERT COMPANY NAME]** not being able to consider me for employment, or withdrawing or limiting future employment opportunities.

I further understand that only information relevant to the position/s applied for will be sought from the referees; that such information when collected may be used to assist in assessing my suitability for employment; and that such information will be handled in accordance with **[INSERT COMPANY NAME]**’s Privacy Policy, including the provision of access to that information.

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Signature: |  |
| Date: |  |