

Sample pre-recruitment reference checks and sexual misconduct/SEA background checks

During the selection process, organisations should request candidates to submit the details of two to three references from their former employers and send reference check forms to the contacts provided.

Below are examples of questions that would allow to obtain information and identify red flags in relation to sexual exploitation and abuse and sexual misconduct. There is no need to include all of them (see annex for example). The below template covers SEA, but can be expanded depending on the scope of the policy of the organisation (for instance if the organisation has a sexual misconduct policy, this could be expanded to sexual harassment and/or safeguarding as well)

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- *Why has the candidate left your organisation?*
 - *Do you consider the candidate could pose any threat when working with children and vulnerable adults? OR do you consider it would be appropriate for the candidate to work with children and vulnerable adults?*
 - *No*
 - *Yes – please provide more information:*
 - *Do you have any information or knowledge of their involvement that would cause us any concerns in relation to Sexual Exploitation and Abuse?*
 - *Do you have any suspicions that the candidate violated your organization's Code of Conduct, including sexual exploitation and abuse?*
 - *Was the candidate found to have committed sexual exploitation and abuse during the period of employment defined above?*
 - *No*
 - *Yes – please provide more information:*
 - *I am unable to specify the nature of misconduct because of the following legal/regulatory requirements _____*
 - *If the answer above was yes, was a disciplinary measure imposed on the candidate:*
 - *No, for the following reasons:*
 - *Yes – please provide more information:*
 - *I cannot provide an answer for the following reasons: _____*
 - *Is the candidate currently being investigated for an allegation of misconduct related to Sexual Exploitation and Abuse?*
 - *No*
 - *Yes – please provide more information:*
 - *Hypothetically, would you like to employ or work with the candidate again? Why or why not?*

ANNEX 1: TABLE TO REQUEST REFERENCES

Please mention the human resources (or equivalent) contact information for your three previous jobs. If you are currently employed, make sure to include the human resources contact information of your current employer.

	<i>Name and surname</i>	<i>Full address, email address and phone number</i>	<i>Position held</i>
1			
2			
3			

Do we have your consent to contact these people from Human Resources?

No ☐ Yes ☐

ANNEX 2: REFERENCE CHECK FORM

<i>Name of the organization</i>	
<i>Name of contact person</i>	
<i>Name of the prospective candidate</i>	
<i>Date</i>	

1. <i>How do you know the candidate?</i>	
2. <i>How long have you known them?</i>	
3. <i>Reason for leaving the organization</i>	<i>Resignation</i> ☐ <i>Termination</i> ☐ <i>Dismissal</i> ☐ <i>Other</i> ☐ (<i>specify</i>):
4. <i>Considering the nature of our operations and the description of the intended responsibilities of the position, do you think the candidate is well suited for the position?</i>	<i>No</i> ☐ <i>Yes</i> ☐ <i>Please provide details below:</i>
5. <i>Describe the candidate's relationship with teammates and supervisors</i>	<i>Excellent</i> ☐ <i>Very good</i> ☐ <i>Good</i> ☐ <i>Poor</i> ☐ <i>Please provide details below:</i>
6. <i>How would you describe the candidate's honesty, integrity and ethics?</i>	<i>Excellent</i> ☐ <i>Very good</i> ☐ <i>Good</i> ☐ <i>Poor</i> ☐ <i>Please provide details below:</i>

7. How would you describe the candidate's ability to keep information confidential?	No ☐ Yes ☐ Please provide details below:
8. Do you have any reason to consider that it would be inappropriate for the candidate to have a job that would involve working with children and vulnerable adults?	Excellent ☐ Very good ☐ Good ☐ Poor ☐ Please provide details below:
9. Do you have any doubts that this candidate has committed professional misconduct and/or acted contrary to your Code of Conduct/Regulations?	No ☐ Yes ☐ Please provide details below:
10. Do you have any doubt or awareness that the candidate has ever been involved in sexual exploitation or sexual abuse?	No ☐ Yes ☐ Please provide details below:
11. [Name of the organization] has zero tolerance for any form of exploitation and abuse and its personnel shall uphold organizational values and core competencies,	No ☐ Yes ☐ Please provide details below:

<i>particularly diversity and inclusion, integrity, commitment and respect for others. Does the candidate uphold these values?</i>	
<i>12. If given the opportunity, would you rehire this candidate?</i>	<i>No ☐ Yes ☐ Please provide details below:</i>
<i>13. Do you have any other information or comments that you deem useful before we proceed with the hiring of this candidate? No ☐ Yes ☐ Please provide details below:</i>	