**PARISH PRIEST / ADMINSTRATOR**

**KNOWLEDGE OF / REFERENCE FORM**

To be used for select Leadership, Religious Education, School Evangelisation, Teaching, Promotions and Scholarship applications with the Diocese of Lismore Catholic Schools Limited.

Candidates should provide this form to be completed by the Parish Priest or Administrator of the candidate’s home parish within which he/she resides, or the Parish Priest or Administrator where the candidate worships.

The form should be left with the Parish Priest / Administrator and they will return it to:

recruitment@lism.catholic.edu.au.

**Note:** Please ensure the completed form is returned at least **48-hours prior** to the scheduled interview date for the position concerned.

The cooperation of clergy in completing this proforma is appreciated.

1. **Priest reference for:**

|  |  |
| --- | --- |
| **Name of Applicant:** |       |
| **Position applied for and at what school:** |       |
| **Address of Applicant if known:** |       |

1. **Priest’s knowledge of the Applicant**

*Tick one, or more of the following*

 I have:

|  |  |
| --- | --- |
| **No knowledge of, OR Not known to me** *(please go to section 4)* | [ ]  |
|  |
| **On-going personal knowledge of the individual as a member of the parish** | [ ]  |
| **Personal knowledge of the individual in the past** | [ ]  |
| **Knowledge of the applicant’s family** | [ ]  |
| **Knowledge through a personal interview** | [ ]  |

1. **Reference**

 *You may wish to answer or comment on some or all of the following (optional):*

 The applicant participates in the worship of the parish:

1. *(please tick):*

|  |  |
| --- | --- |
| **Regularly** | [ ]  |
| **Occasionally** | [ ]  |
| **Infrequently** | [ ]  |
| **Not known to me** | [ ]  |

1. The applicant is involved in service of the parish community (e.g. Mass Roster, Youth Group, Music Ministry, Sacramental Team, etc.):

|  |  |
| --- | --- |
| **Yes** | [ ]  |
| **No** | [ ]  |
| **Not known to me** | [ ]  |

1. The applicant comes from a Catholic family:

|  |  |
| --- | --- |
| **Yes** | [ ]  |
| **No** | [ ]  |
| **Not known to me** | [ ]  |

1. In my opinion the applicant possesses attitudes and dispositions which will serve Catholic Education positively:

|  |  |
| --- | --- |
| **Yes** | [ ]  |
| **Uncertain**  | [ ]  |
| **Not known to me** | [ ]  |

1. The applicant appears to have an appreciation of working in a Catholic school as a vocation and ministry, not merely a job:

|  |  |
| --- | --- |
| **Yes** | [ ]  |
| **No** | [ ]  |
| **Not known to me** | [ ]  |

**4. Further comments if desired:**

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**Name of Parish Priest / Priest / Minister:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parish:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

This reference is valid for 12-months.

**Note:** The candidate for whom you are completing this report may seek access to the report. Access may be denied if it would be a breach of the law or if giving access would have an unreasonable impact on the privacy of other individuals. If access is requested, you will be contacted to obtain permission.