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## **100-Point Reference Check** **“The Right Person for the job!”**

### **Overview**

David Christie & Associates Pty Ltd are committed to excellence in professional services. The purpose of this 100-point reference check is to provide reasonable veracity in confirming that the candidate is indeed whom he or she purports to be on their resume, and to minimise subsequent issues of poor job-fit and employer liability.

### **1.0 Guarantee**

There can never be a one hundred percent certainty that candidates are who they purport to be, or have not falsified their qualifications, or fabricated experience. The 100-point check can minimise the risk in candidate authentication.

### **2.0 Privacy**

Modern times increasingly encroach on the privacy of individuals and job-seeking unfortunately is one of those times when the shared intimacy of the process may be uncomfortable for all parties, especially the candidate. It is important that the consultant and client maintain the individual's dignity as much as practicable during the process of reference investigation.

### **3.0 Minimum Acceptable Standard**

It is recommended that no individual be hired unless the check exceeds 65 points. David Christie & Associates' minimum release of 50 points, and will exceed 65 points on request, or with a fully retained brief as a matter of course.

### **4.0 How to gain reference points**

Please see appendix 1 of this document for an items page.

### **5.0 100 Point Identification check authority**

Please see appendix 2 of this document

## Appendix 1

### 1.0 Table to validate candidate's work rights, proof of identity credentials and character.

- DIMA checked**
- Limited work rights  (Do **NOT** continue with Candidate)
- Unlimited work rights  (Continue with Candidate)

Items	Points
Interview (face to face)	40
Interviewee has personal relationship with reference	50
Interviewee has anecdotal relationship with reference	30
Telephone reference	15
Written reference (original)	15
Validated Copy of reference	10
Original Credential Documents	15
Police Clearance Certificate	20
Proof of Identity ie drivers licence, birth certificate, passport etc	10

**Appendix 2**



**David Christie & Associates Pty Ltd  
100 Point Identification Check**

**1 Applicant Information (Office Use Only)**

Title  First Name  Surname

DCA REF

**2 100 Point Identification Check (Office Use Only)**

<b>Applicant</b>	First Document	Second Document	Third Document	Fourth Document
Type of Document				
Date of Birth ( <i>if shown</i> )				
Date of Issue				
Place of Issue				
Expiry Date				
Document Number				
	_____ Points	_____ Points	_____ Points	_____ Points
				_____ Total Points

Office Use Only:  Has 100-point verification been achieved?  Check customer has signed the form  
 Issue copy to applicant

Name of checking Consultant	Signature	Date / /
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**3. Signature of Applicant**

I, \_\_\_\_\_ authorise the release of confidential information to David Christie & Associates for the purpose of employment.

Signature of Applicant	Date / /
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