

## **Character Reference**

**Provide this information sheet to your referee. Without this reference, your application cannot proceed. Your referee must send their reference directly to the SWRB.**

***This information sheet is provided to assist people to prepare a reference for an applicant for registration as a social worker with the SWRB.***

Under the Social Workers Registration Act 2003 the SWRB must satisfy itself that an applicant is a fit & proper person to be registered as a Social Worker

### **To assist the Board, referees should comment to the best of their knowledge on:**

- The capacity and length of time in which you have known the applicant
- What reasons relating to the character, integrity, reliability and diligence, in your opinion, makes the applicant suitable for registration
- Whether there are any factors known to you that would or might make the applicant unsuitable for registration as a social worker
- Are you supportive of the applicant becoming a registered social worker (if not, please provide a detailed explanation)
- To your knowledge has the applicant ever been convicted of any offense in New Zealand or another country (if you answer yes, please provide a detailed explanation)
- To your knowledge has the applicant ever suffered from a health concern that had a direct impact on their ability to practice social work (if you answer yes, please provide a detailed explanation)

### **Who can supply a character reference?**

A character reference must be provided from a person of standing within the community who has known the applicant for a minimum of **12 months**. This includes:

- Members of a regulated profession (i.e. a social worker, lawyer, doctor, nurse, teacher etc.) who is licenced to practice;
- A Justice of the Peace;
- Elders or pastors from a church, temple, synagogue or other religious official;
- Service police officers or members of the armed forces;
- Senior government officials or Members of Parliament.

Please make sure that the name and date of birth of the applicant you are providing a reference for is clearly stated on the reference and that the reference is written on letter head where possible.

Please include your contact details.

Please email your completed reference to [applications@swrb.govt.nz](mailto:applications@swrb.govt.nz)

Ngā mihi nui  
Hamish McDouall, Registrar