

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

Ngā mihi nui
Hamish McDouall, Registrar