**Drafted by Megan 14 November 2014 – Redrafted by Edwin/Jon 2015**

**Merz Housing Co-operative Inc.**

**Applicant Interview Checklist**

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| **Property to be tenanted:** |
| **Applicant Name:**  **CHCR Register No**. |
| Name of interviewer: |
| Date and time of interview: |
| **Community Housing Eligibility check**:  [ ] Proof of identity provided Passport, drivers licence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Resident of SA Proof of address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Proof of current income eligibility provided:  Documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; $\_\_\_\_\_\_\_ pf OR $\_\_\_\_\_\_\_ pa |
| **Merz Eligibility check**: [ ] CV provided [ ] Two references provided \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Artist criteria**: [ ] Evidence of art-related activities provided  Experience with Not-For-Profit/Community organisations  [ ] No Experience [ ] Some Experience [ ] Significant Experience  Interviewer comments:  Experience working well in groups of people  [ ] No Experience [ ] Some Experience [ ] Significant Experience  Interviewer comments:  Experience in supporting/motivating/managing volunteers  [ ] No Experience [ ] Some Experience [ ] Significant Experience  Interviewer comments:  Experience in meetings, time management, minute taking, strategic planning etc.  [ ] No Experience [ ] Some Experience [ ] Significant Experience  Interviewer comments:  Experience in computer software (word, spreadsheets, internet, email, cloud storage)  [ ] No Experience [ ] Some Experience [ ] Significant Experience  Interviewer comments:  Experiences in financial management  [ ] No Experience [ ] Some Experience [ ] Significant Experience  Interviewer comments:  Experience in administration  [ ] No Experience [ ] Some Experience [ ] Significant Experience  Interviewer comments:  Participation ability to attend:  [ ] Monthly CoM and Subcommittee meetings comments:  [ ] Training for roles and sub-committees comments:  [ ] Participation in subcommittee work and working bees comments:  Past convictions of major indictable offenses: [ ] Yes [ ] No comments:  OTHER QUESTIONS/COMMENTS:  Post-interview checks:  [ ] Rent reference 1: Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Rent reference 2: Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Not eligible: Reasons:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Eligible to be added to list for offer of housing. Number [ ] on the priority list for offers of housing: Reasons for priority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Interviewer name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_/\_\_/\_\_\_\_ |