**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 ExperienceInterviewer comments:Experience in computer software (word, spreadsheets, internet, email, cloud storage) [ ] No Experience [ ] Some Experience [ ] Significant ExperienceInterviewer comments:Experiences in financial management  [ ] No Experience [ ] Some Experience [ ] Significant ExperienceInterviewer comments:Experience in administration [ ] No Experience [ ] Some Experience [ ] Significant ExperienceInterviewer 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 \_\_/\_\_/\_\_\_\_ |