

## Merz Housing Co-operative Inc.

### Applicant Interview Checklist

<b>Property to be tenanted:</b>	
<b>Applicant Name:</b>	<b>CHCR Register No.</b>
Name of interviewer:	
Date and time of interview:	
<b>Community Housing Eligibility check:</b>	
<input type="checkbox"/> Proof of identity provided	Passport, drivers licence _____
<input type="checkbox"/> Resident of SA	Proof of address _____
<input type="checkbox"/> Proof of current income eligibility provided:	
Documents _____; \$_____ pf OR \$_____ pa	
<b>Merz Eligibility check:</b> <input type="checkbox"/> CV provided <input type="checkbox"/> Two references provided _____	
<b>Artist criteria:</b> <input type="checkbox"/> Evidence of art-related activities provided	
<u>Experience with Not-For-Profit/Community organisations</u>	
<input type="checkbox"/> No Experience <input type="checkbox"/> Some Experience <input type="checkbox"/> Significant Experience	
Interviewer comments:	
<u>Experience working well in groups of people</u>	
<input type="checkbox"/> No Experience <input type="checkbox"/> Some Experience <input type="checkbox"/> Significant Experience	
Interviewer comments:	
<u>Experience in supporting/motivating/managing volunteers</u>	
<input type="checkbox"/> No Experience <input type="checkbox"/> Some Experience <input type="checkbox"/> Significant Experience	
Interviewer comments:	
<u>Experience in meetings, time management, minute taking, strategic planning etc.</u>	
<input type="checkbox"/> No Experience <input type="checkbox"/> Some Experience <input type="checkbox"/> Significant Experience	
Interviewer comments:	
<u>Experience in computer software (word, spreadsheets, internet, email, cloud storage)</u>	
<input type="checkbox"/> No Experience <input type="checkbox"/> Some Experience <input type="checkbox"/> 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 \_\_/\_\_/\_\_\_\_