



Appendix M

Sample – Reference Request Form

(Adjust as appropriate depending on role)

Dear [insert name]

[Name of person] has given your name as a referee for the role of [name of role] at [name of church/organisation].

For your information, I am enclosing a copy of the role description and person specification. These will give you an idea of what the role will involve, and provide information about the skills and qualities that we are looking for.

All the information you provide will be kept in a secure place and will only be shared with the designated person for safeguarding children/adults at risk and those responsible for recruitment.

You will see that the role involves working with children and young people/adults at risk, so I am sure you will understand that it is important to respond as fully as you can and to be completely open and honest.

If you have any questions about completing this reference, please do not hesitate to contact me to discuss: [insert contact details].

The reference should be returned to [insert name/role] at [insert postal or email address].

Thank you in advance for taking the time to complete this reference; it is much appreciated.

Yours sincerely

[insert name]

Confidential reference for roles working with children or adults at risk

PROVIDED FOR [Name of person]

How long have you known this person? [Years] [Months]

In what capacity do you know them?

1. Please can you confirm the applicant's job title within your organisation and how long they have held their current post.
2. How would you rate the applicant's level of work?
(Outstanding, very good, good, satisfactory or below average. If below average, please state why.)
3. Please can you comment on whether the applicant would be suitable for this type of work, relating your answers to the job description and person specification attached. Please use an extra sheet if required.
4. Is there anything that we should be made aware of that could prevent the applicant from fulfilling the duties of the role?
5. Because the role/job involves work with children, young people and/or adults at risk, do you have any reason to be concerned about this person supporting vulnerable groups and having this responsibility?

Yes No

If you have answered 'Yes', please either provide details below or indicate your willingness to be contacted for further details.

6. Would you employ the individual again?

Yes No

If no, please state why.

7. Please rate the person on the following:

	Poor	Average	Very Good	N/A
Responsibility				
Reliability				
Punctuality				
Ability to keep appropriate boundaries				
Trustworthiness				
Ability to keep their temper when provoked				
Ability to work as a member of a team				
Understanding children's/vulnerable adults' needs				
Awareness of risks to young people/vulnerable adults				
Practical application of policy and procedure				

We would be grateful if you could add any additional information to assist us.

Signed:

Date:

Name:

Address:

Telephone number:

Email address:

Thank you for providing this information. We will contact you to confirm that you have written this reference. If you have questions how we are going to use this data you can read our privacy notice here: [Add a link to your notice.]