|  |  |
| --- | --- |
| Form return address incl. Group name  |  |

Reference being sought for:

The person named above has expressed an interest in being a volunteer and has given your name as a referee.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate’s suitability for a post. We would appreciate your being candid, open and honest in your evaluation of this person.

|  |
| --- |
| Your details |
| Full name |  |
| Contact details |  |
| Relationship to the applicant  |  |
| How long have you known the applicant? |  |

|  |
| --- |
| Please rate this person on the following (ticking only one box per statement) |
|  | Poor | Fair | Good  | Excellent  |
| Communication skills  |  |  |  |  |
| Responsibility  |  |  |  |  |
| Trustworthy |  |  |  |  |
| Integrity  |  |  |  |  |
| Reliability |  |  |  |  |
| Time-keeping |  |  |  |  |
| Self-motivation |  |  |  |  |

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| --- |
| In their volunteering role the applicant may be involved with people who may be considered a vulnerable adult/child. Please can you confirm if you are satisfied the applicant is suitable to work with vulnerable adults or children, or detail any concerns that you have? |
|  |

Are you aware of any reason why this person would not be suitable for a volunteering role?

Yes No

|  |
| --- |
| Are there any further comments you would like to make regarding this application? |
|  |

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| --- |
| Declaration |
| I confirm that the details I have given are accurate and true to the best of my knowledge. |
| Name |  |
| Signature |  |
| Date  |  |