template REFERENCE form

version 1.1 – sEPTEMBER 2022

* Update to wording to include volunteer roles

## Reference Form

This post involves substantial access to and responsibility for children. As an organisation committed to the welfare and protection of children, we wish to know if there is any reason at all to be concerned about this candidate’s suitability for this type of role.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant UK legislation and guidance.

|  |  |
| --- | --- |
| **Applicant’s name** |  |
| **Position applied for** |  |

|  |  |
| --- | --- |
| **How do you know the applicant?** |  |
| **How long have you known the applicant?** |  |
| **When did you last have contact with the applicant?** |  |
| **Would you re-employ or re-engage this person in volunteering?** |  |
| **Please comment on the applicant’s professional conduct.** |  |
| **Please comment on the applicant’s suitability and overall ability to work with children and young people.** |  |
| **Are you aware of any previous substantiated allegations, sanctions and/or disciplinary action taken against this person where there were concerns relating to children’s safety or protection?** |  |
| **Are you aware of any current or ongoing allegations or investigations, or of any disciplinary sanctions that remain against this person? This may or may not be related to children’s safety and protection.** |  |
| **Please add any further information or comments that you feel are relevant to the person in their proposed new role.** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please rate the applicant on the following (tick one box for each statement)** | | | | | |
|  | **Poor** | **Average** | **Good** | **Very Good** | **Excellent** |
| **Responsibility** |  |  |  |  |  |
| **Maturity** |  |  |  |  |  |
| **Integrity** |  |  |  |  |  |
| **Dignity** |  |  |  |  |  |
| **Respect** |  |  |  |  |  |
| **Trustworthiness** |  |  |  |  |  |
| **Reliability** |  |  |  |  |  |
| **Honesty** |  |  |  |  |  |
| **If you have marked any of the criteria as poor please give reasons.** |  | | | | |

|  |  |
| --- | --- |
| **Please complete your personal information below.** | |
| **Signed** |  |
| **Date** |  |
| **Print name** |  |
| **Position** |  |
| **Organisation** |  |
| **Contact number** |  |
| **Email** |  |