



Reference Request Form

The Parish Church of _____

Name and address of referee:	Name and address of incumbent / person requesting a reference:

Date:

Dear _____

REQUEST FOR REFERENCE FOR THOSE WORKING / VOLUNTEERING WITH CHILDREN / YOUNG PEOPLE / VULNERABLE ADULTS

(delete as relevant, except when all apply).

_____ has applied for the role of
(applicant's name)

_____ and has given your name as a referee in relation to this application.

Guidelines suggest that all voluntary organisations (including churches) should take steps to safeguard the vulnerable groups entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant:

- previous experience of looking after or working with children, young people or vulnerable adults
- the applicant / volunteer's ability to provide kind, consistent and safe care
- their commitment to treat all children, young people and adults who may be vulnerable as individuals and with equal concern, care and with due respect to their background and culture
- any evidence or concern that they would not be suitable to work with children, young people or vulnerable adults

Please use the questions on the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

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The incumbent or on behalf of the incumbent

1. In what capacity do you know the applicant / volunteer and for how many years have you known them?

2. Please comment on the applicant / volunteer's ability to provide kind, consistent and safe care.

3. With your knowledge of the applicant/volunteer, please comment on their previous experience relating to work with children / young people / vulnerable adults.

4. Please comment on the applicant / volunteer's willingness and ability to respect people as individuals, with equal concern and with due respect to their background and culture.

5.

6. Do you know of any matter, suspicion, report or allegation which would make it unwise for them to work with children, young people or vulnerable adults?

YES / NO* **If yes, please give details**

7. If you were considering their application to work with children and young people / vulnerable adults, would you take them on?

YES / NO* **If no please give details**

Please provide a contact telephone number in case any clarification is needed: _____

If there is any other relevant information you would like to share with us, please attach a separate sheet.

Signed _____

Date _____

