

SAMPLE REFERENCE FORM

Confidential

The following person _____ has expressed an interest in working with _____. The post involves substantial access to children and vulnerable adults. As an organisation committed to the welfare and protection of children and vulnerable adults, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people or vulnerable adults.

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

1. How long have you known this person?
2. In what capacity?
3. What attributes does this person have that would make them suited to this work?

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4. Please rate this person on the following – please tick one box for each statement:

| | Poor | Average | Good | V Good | Excellent |
|---------------------|------|---------|------|--------|-----------|
| Responsibility | | | | | |
| Maturity | | | | | |
| Self Motivation | | | | | |
| Can motivate others | | | | | |
| Energy | | | | | |
| Trustworthiness | | | | | |
| Reliability | | | | | |

This post involves substantial access to children and vulnerable adults. As an organisation committed to the welfare and protection of children and vulnerable adults, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children, young people and vulnerable adults.

Yes No

If you have answered YES we will contact you in confidence.

Signed: _____ Date: _____

Print Name: _____

Position: _____ Organisation: _____