

Letter and Reference Form to be sent to a Referee

Church name
Address

Date

Dear

(Name of volunteer/worker) has offered to help with our children's/young people's work.

As you are probably aware, before we can accept any new volunteers/paid workers, we must be sure that they are suitable. *(Name)* has given us your name as someone who can give a character reference.

I would be grateful if you could complete the enclosed questionnaire *(overleaf)*, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

(Name) will mainly be working with *(age)* year olds, as *(give a brief description of the work)*.

In commenting on the volunteer, please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature, and all volunteers are required to sign an undertaking to this end.

With thanks,

Yours sincerely,

(Incumbent)

Insert and delete where necessary

Reference Form
Private and Confidential

Name of applicant _____

In what capacity do you know the applicant? _____

How long have you known him/her? _____

With your knowledge and experience of the above person, please comment on his/her suitability to work with children/young people. Please include comments about his/her honesty, reliability, health and experience of working with children/young people. (Continue over the page if necessary.)

Are there any other comments you would like to make about the applicant?

Do you know of any reason why this person should not be appointed to work with children?

Yes No

If yes, please outline. Your comments will be treated in confidence. You may wish to call the number overleaf to discuss.

Signed _____

Date _____

Print name _____