

Template reference request form for volunteers

Dear

_____ has given your name as a referee for the role of

_____ at

This is a volunteer role, not paid employment.

It is our policy to obtain references on all those who volunteer to work with children/adults at risk and we would therefore be very grateful if you could complete the form below.

The reference should be returned to

_____ at

Thank you in advance for taking the time to complete this reference; it is much appreciated.

1. What is your relationship to _____
How long and how well have you known them?
2. With your knowledge of _____ please comment on their suitability for work with children/adults at risk (delete as appropriate). Please include reference where possible to factors such as honesty, reliability, commitment, willingness to work within guidelines and procedures.
3. Are you aware of any matter, suspicion, report or allegation which would suggest that _____ would be unsuitable to work with children/adults at risk?
4. What do you consider to be _____ strengths and gifts?
5. If you were considering _____ application to volunteer with children/adults at risk, would you take them on?

If you want us to treat what you say as confidential and not share it with _____ please indicate here.

Please sign and date this reference: