

Reference Request Form for volunteer roles

The form can be used with a covering letter/email such as:

Re: Reference request for a volunteer working with children, young people and/or vulnerable adults
Dear NAME OF REFEREE
RE: NAME OF APPLICANT
The above has given your name as someone who may be contacted in relation to their application to volunteer as ROLE TITLE at LOCATION.
As part of our safer recruitment process I would be grateful if you could complete the attached form and return to me at EMAIL ADDRESS/OTHER RESPONSE POINT.
Thank you for your support.

REFERENCE REQUEST FORM				
Name of Applicant:				
Reference Type (please circle)	Current/Previous Employer	Current/Previous Voluntary Work	Personal	Education/Training
Your Name:				
Your Organisation: (if applicable)				
Your Position: (if applicable)				
How long have you known the applicant?		In what capacity do you know the applicant?		
Applicant's role title/study undertaken and length of appointment/time with your organisation: (if applicable)				
Role Title/Study Undertaken:				
Start Date: MM/YYYY		End Date: MM/YYYY		
The reason for leaving employment/voluntary work (if known):				
Employment/Voluntary work only: Would you re-appoint the applicant for the same post?		Yes / No		
Would you recommend the applicant for the role they have applied for?		Yes / No		
Please provide any relevant information in relation to the applicant's suitability to work with children, young people or vulnerable adults.				

Please provide any relevant information in relation to any concerns about the applicant working with children, young people or vulnerable adults.

Employment/Voluntary work only:

Does the applicant have any current disciplinary warnings or investigations in relation to working/volunteering with children, young people and vulnerable adults? Yes / No

If yes, please provide details:

Personal only:

Do you have any knowledge of the individual being investigated over safeguarding issues? Yes/No

If yes, please provide details:

Please add any further comments that you feel may be relevant to the applicant and their application.

Signed:

Print Name:

Email:

Date:

Telephone contact point for clarification: