

**CONFIDENTIAL**

**Reference Request**

To be used for ALL new workers (voluntary and paid), doing regulated work with children or adults at risk.

The applicant named below has expressed interest in working with children/adults at risk/both (delete as appropriate) and has given your name as a referee.

Name of applicant: .....

Address of applicant: .....

.....

The post involves substantial access to children/protected adults. As an organisation committed to the welfare and protection of all persons we come into contact with, we are anxious to know if you have any reason at all to be concerned about this applicant being involved in activities which involve regular contact with children or adults.

Please tick the box as applicable      YES       NO

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

If you have answered NO and you are happy to complete this reference, the information supplied within this form will remain completely confidential and will only be shared with the applicant's immediate supervisor should they be offered a position. We would appreciate an honest appraisal of the applicant.

1. How long have you known the applicant? .....

2. In what capacity do you know the applicant (i.e. friend, work colleague)?

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3. Please tell us about this applicant's personal qualities, skills and ability, giving consideration for their responsibility, maturity, motivational ability, self-motivation, commitment, reliability and energy. (Please continue on a separate sheet if necessary.)

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4. If you would like to add any further comments about the applicant, please do so.

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Name of referee: .....

Address of referee: .....

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Telephone No. (Day): ..... (Evening): .....

Signature of referee: ..... Date: .....

Please return this form to (sender's details): .....

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**If you require any further information or wish to discuss anything about this reference request which you are reluctant to discuss with the applicant's church, you may also telephone the Safeguarding Service on 0131 240 2256; or email [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)**

Thank you for completing this form.

## **Sample letters to accompany the reference form**

### **Sample 1: Children's Worker**

Dear.....

Sally Thomas has applied to become a children's worker at St Michael's Church, Anytown. She has given your name as a referee.

St Michael's Sunday School meets for one and a half hours each Sunday morning. It is attended by children and young people aged 8 to 16 years and there are currently two other children's workers. The children are encouraged to get involved in a number of activities including bible study, discussion groups, arts and crafts and plenty of games and physical activities.

We would like to know if you believe that Sally has the skills and personal qualities which would make her suitable for this work. To help us determine this we should be pleased if you would complete the enclosed form and return it to me at the above address.

Thank you for your help in this matter.

Yours sincerely

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### **Sample 2: Worker with Adult at Risk**

Dear.....

Sally Thomas has applied to become a worker at St Michael's Church Substances Abuse Drop-In Centre, Anytown. She has given your name as a referee.

The Drop-In Centre meets for an hour each weekday morning. It is attended by people aged 16 years and over who have difficulties in their lives caused by substance abuse; either as an abuser themselves or as a family member or friend of an abuser.

The client group are encouraged to engage in therapy encounter groups, discussion groups including bible study, arts and crafts and physical activities.

We would like to know if you believe that Sally has the skills and personal qualities which would make her suitable for this work. To help us determine this we should be pleased if you would complete the enclosed form and return it to me.

Thank you for your help in this matter.

Yours sincerely

