



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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Thank you for completing this form.

The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. This congregation, through presbytery, is registered with the Information Commissioner's Office and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <https://www.ico.org.uk/>

*This congregation is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for the purpose of the **administration of the role the applicant has applied for** and will only keep the data for as long as required for that purpose. The full Privacy Notice for our congregation is available on our website. Please ask for details from your Safeguarding Coordinator.*

Should you have any questions concerning the use of the information you provide to us please contact the Safeguarding Coordinator for the relevant congregation.

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

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