

# REFERENCE FORM

## Details of Referee

Name:			
Relationship to Applicant:			
Organisation:			
Address:			
Postcode:			
Telephone No's:	Day:	Evening:	Mobile:
Email address:			

## Details of Applicant

Name:			
Address:			
Postcode:			
Telephone No's:	Day:	Evening:	Mobile:
Email address:			

The above person \_\_\_\_\_(name of applicant) has expressed an interest in working with \_\_\_\_\_(name of club).

The post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance.

Information will only be shared with the person conducting the assessment of the applicant's suitability for the post / voluntary work, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you known this person?

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In what capacity (e.g. friend, work colleague )?

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What personal qualities does the applicant have that would make them suitable to work with children / young people?

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**Continued...**

Please rate the applicant on the following personal qualities by ticking one box for each statement.

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Commitment					
Energy					
Trustworthiness					
Reliability					
Concern for others					

This post involves substantial/ and unsupervised access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.  Please tick relevant box. If concerned tick YES if not tick NO.	<b>YES</b>	<b>ρ</b>
	<b>NO</b>	<b>ρ</b>
<b>If you have answered YES we will contact you in confidence.</b>		

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

**Please return in an envelope marked Private and Confidential to:**

The Club Protection Officer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_