**Reference Request Form**

**Private and Confidential**

This reference information will be used for the purpose of assessing suitability for employment or for anyone to wishing to volunteer for XX

Please fill in the appropriate section depending on your capacity as a referee:

* Current or former employer or postholder colleague (complete Sections A, B & C)
* Personal friend or acquaintance (complete Sections A,& C)

**Section A**

**Reference for:**

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Post applied for: |  |

**Provided by:**

|  |  |
| --- | --- |
| Name: |  |
| Job Title/Role: |  |
| In what capacity are you known to the applicant?: |  |
| How long have you known the applicant?: |  |
| Name of organisation (if applicable): |  |
| Contact number for points of clarification: |  |

**Section B *If this is a personal reference, please go to Section C***

|  |  |
| --- | --- |
| Date Applicant was appointed to current post: : | Post Title: |
| Date left Post (if not still working): | Reason for leaving: |
| Please provide brief description of applicant’s duties in the capacity that you know them | |
|  | |

Please give your assessment of the applicant’s performance within their current role.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Below Average | Poor |
| General conduct |  |  |  |  |  |
| Initiative |  |  |  |  |  |
| Time-keeping |  |  |  |  |  |
| Communication: |  |  |  |  |  |
| Relationships within the Parish |  |  |  |  |  |
| Relationships within the Diocese |  |  |  |  |  |

|  |  |
| --- | --- |
| Does the applicant have any disciplinary actions on their file or are they subject  to an investigation? |  |
| Would you re-employ this applicant? If not, please specify why | |
|  | |

**Section C**

|  |
| --- |
| Having read the job description please comment on the applicant’s relevant job knowledge, skills, experience, aptitudes and other personal qualities. |
| Please provide any information which may be relevant to this application  (e.g. personal qualities) |
|  |

|  |  |  |
| --- | --- | --- |
| ***Answer the following questions only if applicable (e.g. the role applied for involves working with children or adults at risk))*** | | |
| In your role as either the applicant’s colleague, employer or personal referee can you verify if the applicant has experience of working with children or adults at risk)\* | | **YES/NO** |
| If you have answered “yes” to the question above do you have any evidence or concern that the applicant would not be suitable to work with children or adults at risk? | | |
|  | | |
| The applicant may request access to this reference. Do you agree to the information on this form being disclosed to the applicant? | YES/NO | |

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