Reference request

[ Address]

DD/MM/YYYY

Dear [ Name of Referee

**RE: Reference request for [ Name of Applicant]**

The above named personhas nominated you to provide a reference for them.

I am enclosing a role description for the post and look forward to receiving your views on their suitability for this position.

Please complete the attached form as honestly and accurately as you can to the best of your knowledge. On receipt of the enclosed form from you, I may contact you by telephone to discuss the reference.

Yours sincerely

**Recruiter’s Name**

Organisation

Address

Phone

Email

Reference request

The role that this candidate has applied for involves contact with and responsibilities towards children and / or adults at risk.

**Please answer all questions honestly and accurately to the best of your knowledge.**

# To be completed by recruiters

|  |  |
| --- | --- |
| Applicant name | Click or tap here to enter text. |
| Applicant Job Title: | Click or tap here to enter text. |

# To be completed by referees

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| How long have you known the applicant and how well do you know the applicant? | Click or tap here to enter text. |
| What is your relationship to the applicant? | Click or tap here to enter text. |
| Information about the applicant – please comment on your experience of the applicant: | |
| Reliability | Click or tap here to enter text. |
| Integrity | Click or tap here to enter text. |
| Ability to assume responsibility | Click or tap here to enter text. |
| Ability to get on well with others and manage conflict | Click or tap here to enter text. |
| Ability to learn quickly | Click or tap here to enter text. |
| Enthusiasm and commitment | Click or tap here to enter text. |
| Ability to work on their own and as part of a team | Click or tap here to enter text. |
| Ability to follow instructions | Click or tap here to enter text. |
| Is there anything else you would like to add about this applicant / do you have any other information you feel would be relevant to us in relation to suitability for this role? | Click or tap here to enter text. |

### D. Statement of truth and signature

|  |  |
| --- | --- |
| Statement of truth & Signature Date: | I certify that the information that I provide in this reference is true, to the best of my knowledge:  [ sign here ] |
| Date Reference Completed | Click or tap to enter a date. |

# PRIVACY STATEMENT

The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, the Data Protection Act 2018 and our Privacy Notice which is attached. This form will be held securely, confidentially, will not be shared with third parties and will be retained in accordance with our record retention schedule.