

## Reference Form:

(Paid and Volunteer Workers with Children, Young People, Older Adults or Vulnerable Adults)

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### Private and Confidential

Reference for **[Name]**

Position Applied For: **[Position]**

Your name: \_\_\_\_\_

Occupation: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity do you know this person? \_\_\_\_\_

**Do you have any reason to be concerned about this person being in close contact with or having responsibility for Children, Young People, Older Adults or Vulnerable Adults?**

☐ Yes / ☐ No

*(If you have answered yes we may contact you for further details)*

**Q1. What, in your view makes them suitable for this role? (Description attached)**

**Q2. Is there anything about them that would make them less suitable for some aspects of this role?**

**Q3. How would you describe their personality and motivation for working with Children, Young People, Older Adults or Vulnerable Adults?**

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**Please rate (tick) the person on the following:**

|                 | Very Poor | Poor | Average | Good | Very Good |
|-----------------|-----------|------|---------|------|-----------|
| Responsibility  |           |      |         |      |           |
| Reliability     |           |      |         |      |           |
| Self-Control    |           |      |         |      |           |
| Commitment      |           |      |         |      |           |
| Trustworthiness |           |      |         |      |           |
| Understanding   |           |      |         |      |           |
|                 |           |      |         |      |           |
|                 |           |      |         |      |           |
|                 |           |      |         |      |           |

*You may wish to add further relevant criteria*

Name:

Address:

Phone number:

Signed:

Date:

*Thank you for providing this information. We may need to contact you to confirm that you have written this reference.*