**Template reference form for positions working with children**

|  |  |  |
| --- | --- | --- |
| Name of candidate: | Position applied for: | Name of organisation: |
|  |  |  |

The above named person has expressed an interest in working with our organisation and has given your name as a referee. The post involves substantial access to and responsibility for children.

As an organisation committed to the welfare and protection of children, we wish to know if there is any reason at all to be concerned about this applicant’s suitability for this type of role.

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 candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being open and honest in your evaluation of this person.

|  |
| --- |
| How long have you known this person? |
|  |

|  |
| --- |
| In what capacity? |
|  |

|  |
| --- |
| Please comment on the above named person’s suitability to work with children and young people? |
|  |

|  |
| --- |
| Please rate this person on the following – *please tick one box for each statement* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Poor | Average | Good | Very Good | Excellent |
| Responsibility |  |  |  |  |  |
| Maturity |  |  |  |  |  |
| Self-motivation |  |  |  |  |  |
| Ability to motivate others |  |  |  |  |  |
| Energy |  |  |  |  |  |
| Trustworthiness |  |  |  |  |  |
| Reliability |  |  |  |  |  |

|  |
| --- |
| Do you agree to this reference being shared with applicant? |

* Yes
* No

|  |
| --- |
| This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we wish to know if have any concerns about the applicants’ suitability for this type of role. |

* Yes
* No

If you have answered YES we will contact you in confident.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Print name:** |  |
| **Organisation:** |  | **Position:** |  |
| **Date:** |  | **Contact tel:** |  |

**PLEASE RETURN TO:**

*Insert club/organisation details here*

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