

## Reference Request

Dear

The individual below has given your name as someone who may be contacted in relation to their application to work with children and young people or adults experiencing, or at risk of, abuse or neglect. As part of our safer recruitment process, I would be grateful if you could complete and return this form as soon as possible, marked 'Private and Confidential', to **Philippa Allan, 41 Manor Road, Wokingham, Berkshire, RG41 4AR** or [philippa@abch.org.uk](mailto:philippa@abch.org.uk)

As you fill in this form, please give absolute priority to the safety and needs of the children, young people, and vulnerable adults we are serving. We assure you that all information you provide will be held in accordance with the General Data Protection Regulations.

Thank you for your support.

Philippa Allan  
Safeguarding Recruiter, Arborfield and Barkham Churches, Christ Church  
Wokingham, and Church at the Green

**Volunteer's name:**

**Position applied for:**

### 1. You, and your relationship with the applicant

Your name:

Telephone number (in case of queries):

Type of reference (please circle):

- Current/previous employer
- Current/previous voluntary work
- Personal
- Education/training

Your organisation (if applicable):

Your position (if applicable):

How long have you known the applicant?

In what context?

Would you say you have a good relationship with them?

Applicant's role title/study undertaken and length of appointment/time with your organisation (if applicable):

Start Date (MM/YYYY):

End Date (MM/YYYY):

Their reason for leaving employment/voluntary work (if known):

## **2. Personal assessment**

Would you re-appoint the applicant for the same post with you (if applicable)?

Yes/No

Would you recommend the applicant for the role they have applied for here?

Yes/No

If appointed, the applicant will be placed in situations where he or she will work closely with children, young people, or vulnerable adults and may sometimes have unsupervised access to them. Please provide any relevant information in relation to the applicant's suitability to work with children, young people or vulnerable adults.

Please provide any relevant information in relation to any concerns about the applicant working with children, young people or vulnerable adults.

(Employment/Voluntary work only) Does the applicant have any current disciplinary warnings or investigations in relation to working/volunteering with children, young people and vulnerable adults?

Yes / No

If yes, please provide details:

(Personal only) Do you have any knowledge of the individual being investigated over safeguarding issues?

Yes/No

If yes, please provide details:

### 3. Any other information?

Please add any further comments that you feel may be relevant to the applicant and their application.

**4. I confirm that, to the best of my knowledge, all the information I have given is accurate.**

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

**Thank you very much for taking time to complete and return this form.**