

# Form

## Reference Forms

**(Paid and Volunteer Workers with Children/ Adults)**

**Private and Confidential.**

REFERENCE FOR (name):

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POSITION APPLIED FOR:

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Your name:

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Occupation:

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How long have you known this person?

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In what capacity do you know this person?

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**Do you have any reason to be concerned about this person being in close contact with or having responsibility for children/young people/adults with care and support needs\*?**

Yes     No

If you have answered yes we will contact you for further details

**What, in your view makes them suitable for this role/post (Job Description attached)?**

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

**How would you describe their personality and motivation for working with children/young people/adults with care and support needs\*?**

**Please rate the person on the following:**

	Poor	Average	Good	Very Good	Excellent
<b>Responsibility</b>					
<b>Reliability</b>					
<b>Self-Control</b>					
<b>Commitment</b>					
<b>Trustworthiness</b>					
<b>Understanding/Empathy</b>					
<b>Awareness of Risk</b>					
<b>Practicality</b>					
<b>Patience</b>					

*You may wish to add further relevant criteria*

Signed :

Date :

Name :

Address :

Contact phone number:

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

\* Children/young people/adults with care and support needs - delete as appropriate