

Form

Request for a Reference for Applicants for Positions with Children, Young People or Adults with care and support needs (Paid and Unpaid)

Dear

Re: Reference Request for [*Name of Applicant*]

The above named person has applied to be a worker with the children/young people/adults with care and support needs at [*name of place of worship/organisation*]

As I am sure you are aware, before we can accept anyone to work with children/ adults with care and support needs*, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. A copy of the job description/person specification/volunteer role profile* is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent". Except for those old or minor cautions and convictions which have now been filtered.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact [*name*] on telephone number [xxxxxxxxxxxxxx].

May I take this opportunity to thank you for your help in this matter.

Yours sincerely,

*Delete as appropriate