



**Form 13:
Sample reference request**

Reference Request

CONFIDENTIAL

The person detailed below has applied for the position below in the following Parish and has supplied your name as a referee in support of their application.

Important: No applicant can be offered a position with us until we have received 2 independent references, 1 of which has been requested from you.

Name of Applicant:

Name of Parish:

Position Applied For:

Please fill in the appropriate section depending on your capacity as a referee:

- Current or previous employer or manager (complete Sections A,C & D)
- Current or former school teacher or tutor (complete Sections B & D)
- Personal friend or acquaintance (complete Sections C & D)
- I do not wish to provide a reference for the following reason:

Section A (to be completed by current or previous employer)

The Applicant and your Organisation

In what capacity did you employ the individual?

Job title(s)	From	To

Absence

In the applicant's last two years of employment:

- a) How many days sickness absence from work did they take?
- b) How many periods of sickness absence did they have?

The Applicant and their Job
Does the applicant have any disciplinary actions on their file or are they subject to an investigation or disciplinary hearing? Yes* [] No []
What duties did the applicant carry out in your organisation?
Did they carry them out satisfactorily Yes [] No* []
Would you re-employ the applicant? Yes [] No* []

Please comment on their attitude to work:

Now go to Section D

Section C (for personal referees / current or previous employers)

How long have you known the applicant?

In what capacity is the applicant known to you?

Please comment on the applicant's ability to be:

	Good	Satisfactory	Poor
Honest			
Reliable			
Trustworthy			
Confidential			
Able to work as part of a team			
Able to follow procedure			
Able to treat children, young people and adults at risk with dignity			
Able to listen to and respect the views of children, young people and adults at risk.			

Comments

Now Go to Section D

Section D (to be completed by ALL referees)

Attached are details of the position the applicant has applied for. Please use this space to comment on their suitability for the post (continue on additional sheets if necessary).

Do you have any concerns about this person's suitability to work with children, young people or adults at risk?

Do you have any other relevant comments you wish to make regarding the applicant?

Do you have any objection to the contents of this reference being shared with the applicant? Yes
[] No []

Details of the person completing the form:

Name:

Position:

Signed: Date:

Thank you for completing this form. Please return it to:

Name:

Address: