

# Sample Reference Form Confidential

The following person \_\_\_\_\_ has expressed an interest in working with \_\_\_\_\_ .The post involves substantial access to children (or vulnerable adults).

As an organisation committed to the welfare of and protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality 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 extremely candid, open and honest in your evaluation of this person.

1 How long have you known this person?

2 In what capacity?

3 What attributes does this person have that would make them suited to this work?

4 Please rate this person on the following - please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children (or vulnerable adults).The FAW is committed to the welfare and protection of children and vulnerable adults, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people or vulnerable adults.

YES

NO

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

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

Print name: \_\_\_\_\_

Position: \_\_\_\_\_ Organisation: \_\_\_\_\_

