

C.6 Reference request letter

for applicants for positions with children, young people or adults at risk. (Please delete the italics for appropriate role.)

Dear,

Reference Request for *Name*.....

The above-named person has applied to be a *worker/volunteer* with *children/* adults at risk at

As I am sure you are aware, before we can accept anyone to work with *children/adults at risk*, 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 role description 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 contacton telephone number.....

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

Yours sincerely,