

C. 8 Reference request form (employees)

for paid workers with children or adults at risk

Private and Confidential.

REFERENCE FOR (name):

ROLE CONSIDERED FOR:

Your name:

Your Occupation:

How long have you known this person?

In what capacity do you know this person?

Do you have any reason to be concerned about this person being in close contact with or having responsibility for *children/young people/adults at risk* *?

Yes No (please tick)

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

What, in your view makes them suitable for this role/post (Job/Role 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 at risk* *? * *Children/young people/adults at risk* - delete as appropriate

Please rate the person on the following:

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

You may wish to add further relevant criteria

Signed

Date

Name

Address

Phone number

Email

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