

Template 6

Volunteer Reference Template

[Name] has expressed an interest in becoming a volunteer and has given your name as a referee.

As this post involves substantial access to children and adults at risk and as an organisation committed to safeguarding, it is important if you have any reason to be concerned about this applicant that you include the information within this form. You may be subsequently contacted for more information about these concerns in order that we can make informed decisions about the suitability of this person for this role.

If you have any queries about this form, please contact the NGB Safeguarding Officer:

Name:

Organisation:

Telephone Number:

Any information disclosed in this Reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- How long have you known this person?
- In what capacity?
- What attributes does this person have which would make him/her suited to this work?
- How would you describe his/her personality?
- Please rate the person on the following: (Please tick one box for each question)

	Poor	Average	Good	Very Good	Excellent
Sense of responsibility					
Self-motivation					
Motivate others					
Reliability					
Dealing with children/ adults at risk					
Commitment					
Trustworthiness					

Signed:

Date: