**APPENDIX 13**

**Reference Form**

(Name of staff/volunteer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above person has expressed an interest in working for <INSERT CLUB> and has given your name as a referee. If you are happy to provide this reference all information contained on the form shall remain absolutely confidential and shall only be shared with the applicant’s immediate supervisor should they be offered a position.

How long have you known this person?

In what capacity?

Would this person be suitable to work with children and/or adults at risk?

Further Information (where applicable)

Signed

Position

Date

Address

Telephone Number

The above should be regarded only as the minimum information that must be obtained in relation to Child Protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances.

**NB:** **Give** **full** **contact** **details** **of** **the** **person** **to** **whom** **the** **reference** **is** **to** **be** **sent,** **including** **name,** **address,** **telephone** **number** **and** **any** **other** **relevant** **details**.