

Appendix 5: Request for Reference

(Paid/Volunteer Worker with Children and Adults at Risk)

Name of worker: _____

Role: _____

Dear

The above-named person has applied to be a worker with children and adults who may be at risk, for

_____. [name of
church/organisation]

As I am sure you are aware, before we can accept anyone to work with children and young people, 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 returning it in the pre-paid envelope as soon as possible.

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 contact [name]

[telephone number] _____.[email]

Thank you for your help in this matter.

Yours sincerely