

APPENDIX 6: REQUEST FOR REFERENCE

PRIVATE AND CONFIDENTIAL

(Date)

Dear (Name)

Applicant: [name]

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. The above-named person has applied to us for the post of [job title] with (name of setting) and has given us your name as a referee.

I am enclosing a copy of the job description and the person specification for the post and would be grateful for your views on [Name of applicant]'s suitability for this position.

We would be most grateful if you could complete the attached form and return it to us in the envelope provided, within the next week.

We would be grateful if you could confirm details of (name of candidates) employment dates and supply a reference as to (his/her) suitability to carry out the duties in the enclosed job description. Please can you also confirm whether you know of any reason why [name of candidate] would be unsuitable to work with children.

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] _____.

Yours faithfully

Name:

Position / Job Title:

Enc. Job Description and Person Specification: