



## Template volunteer reference form

\_\_\_\_\_ has expressed an interest in becoming a volunteer, and has given your name as a referee. If you are happy to provide this reference, all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being candid in your evaluation of this person. If you would prefer to respond by telephone, please do so – contact details are set out below.

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.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Would this person be suitable to work with children? Yes  No

How would you describe their personality? \_\_\_\_\_

Your name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

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.