DIOCESE OF HEXHAM AND NEWCASTLE
Safeguarding Department

Reference request

Private and Confidential

Date as postmark

Dear

FULL NAME OF VOLUNTEER:	PARISH / ORDER /ORGANISATION:

The Catholic Church now has a range of procedures to ensure the safety of vulnerable groups including children in our parish communities. We now routinely seek references for all our volunteers.

The above named person, who has applied to work as a volunteer in this parish, has given us your name as a referee and I look forward to receiving your views on the applicant's suitability for this position.

Please complete the attached form as honestly and accurately as you can to the best of your knowledge. A stamped addressed envelope is attached. On receipt of the enclosed form from you, I will contact you by telephone to discuss the reference. Any information you give will be treated in the strictest confidence.

Yours sincerely

Parish Safeguarding Representative

Organisation/Parish	
Address / Postcode	
Telephone	
Email	

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The role that this candidate has applied for involves contact with and responsibilities towards children and / or adults at risk.

Please answer all questions honestly and accurately to the best of your knowledge.

A. To be completed by recruiters

Applicant name	
Applicant Role(s)	

B. To be completed by referees

Name	
Telephone number	
Email	
Address	
How long have you known the applicant and how well do you know the applicant?	
What is your relationship to the applicant?	

C. Information about the applicant – please comment on your experience of the applicant:

Reliability	
Integrity	
Ability to assume responsibility	
Ability to get on well with others and manage conflict	

Ability to learn quickly	
Enthusiasm and commitment	
Ability to work on their own and as part of a team	
Ability to follow instructions	
Is there anything else you would like to add about this applicant / do you have any other information you feel would be relevant to us in relation to suitability for this role?	

D. Statement of truth and signature

Statement of truth & Signature	**I certify that the information that I provide in this reference is true, to the best of my knowledge:** **[sign here]**
Date Reference Completed	