**

**Volunteer /Staff Member Reference Form**

# *Confidential*

has expressed an interest in becoming a volunteer with this (insert name of group or parish) and has given your name as a referee.

This is a position in a relevant organisation under the National Vetting Bureau Act 2012-2016 and involves access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children? **YES/NO**

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference, all information contained on the form will remain confidential, and will only be shared with the applicant's immediate supervisor, should they be offered a position. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have which you would consider makes them a suitable volunteer?

How would you describe their personality?

**Please rate this person on the following (please tick)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Poor | Average | Good | Very good | Excellent |
| Responsibility |  |  |  |  |  |
| Maturity |  |  |  |  |  |
| Self-motivation |  |  |  |  |  |
| Motivation of others |  |  |  |  |  |
| Energy |  |  |  |  |  |
| Trustworthiness |  |  |  |  |  |
| Reliability |  |  |  |  |  |

Signed Date

Occupation

*Please return to:*

*In line with Data Protection regulations, we are committed to protecting the personal information we hold on you. By providing the information requested, you are giving us permission (consent) to use this information for Safeguarding, legal or regulatory purposes and*

*we will use it for no other purpose without further consent unless mandated or required to do so under the Data Protection Act 2018 or equivalent legislation. If you have any questions about how we process your personal data, please contact a member of the Panel.*