Reference request

[ Address]

DD/MM/YYYY

Dear [ Name of referee]

**RE: Reference request for [ Name of Applicant]**

[ Name of Applicant]has nominated you to provide a reference for them.

I am enclosing a role description for the post and look forward to receiving your views on [ Name of Applicant]’ssuitability for this position.

Please complete the attached form as honestly and accurately as you can to the best of your knowledge. On receipt of the enclosed form from you, I will contact you by telephone to discuss the reference.

Yours sincerely

**Recruiter’s Name**

Organisation

Address

Phone

Email

Reference request

*PRIVACY STATEMENT*

*The information that you provide on this form will be processed in accordance with the UK General Data Protection Regulation, the Data Protection Act 2018 and our Privacy Notice which is attached. This form will be held securely, confidentially, will not be shared with third parties and will be retained in accordance with our record retention schedule.*

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.**

# To be completed by recruiters

|  |  |
| --- | --- |
| Applicant name |  |
| Applicant Job Title: |  |

# 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? |  |
| 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 Date: | I certify that the information that I provide in this reference is true, to the best of my knowledge:  [ sign here ] |
| Date Reference Completed |  |