



# SGD013 V1: Reference request

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[ 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]'s suitability 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

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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	
Parish	
Applicant Job Title:	

## 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 (if you do not know, please state not known):**

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:
Date:	[ sign here ]
Date Reference Completed	