

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]'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

PRIVACY STATEMENT

The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, 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.

A. To be completed by recruiters

Applicant name	
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:

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	