**C.6 Reference request letter**

**for applicants for paid positions with children, young people or adults at risk**

\*Delete as appropriate

Dear

**Reference Request for [*Name of Applicant*]**

The above-named person has applied to be a worker with [*the children/young people/adults at risk*]\* at [*name of place of worship/organisation – usually the local meeting*]

As I am sure you are aware, before we can accept anyone to work with [children / adults at risk]\*, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person’s suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. A copy of the [*job description/person specification/volunteer role profile]*\* is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered “spent”, except for those old or minor cautions and convictions which have now been filtered.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact [*name*] on telephone number [*number*].

May I take this opportunity to thank you for your help in this matter.

Yours sincerely,

## C.8 Reference request form (employees)

for paid workers with children or adults at risk

**Private and Confidential.**

REFERENCE FOR (name):

ROLE CONSIDERED FOR:

Your name:

Your Occupation:

How long have you known this person?

In what capacity do you know this person?

**Do you have any reason to be concerned about this person being in close contact with or having responsibility for *children/young people/adults at risk* \*?**

**Yes 🞏 No 🞏 (please tick)**

If you have answered yes, we will contact you for further details

**What, in your view makes them suitable for this role/post (Job/Role Description attached)?**

**Is there anything about them that would make them less suitable for some aspects of this role?**

**How would you describe their personality and motivation for working with *children/young people/adults at risk* \*?**

*\* Children/young people/adults at risk - delete as appropriate*