



Request for a Reference

Confidential

Congregation .....

Safeguarding Coordinator's name and address: .....

.....

Tel: .....

Date: .....

Referee's Name: .....

Dear .....

I have been given your name by ..... as a referee to support her/his application for the position of ..... in this Congregation. This position is one of regulated work with children/protected adults (delete as appropriate). I should be grateful if you would complete this short questionnaire and return this whole page to me in the enclosed prepaid envelope by .....

Many thanks for your assistance.

Yours sincerely

(Congregational Safeguarding Coordinator)

In what capacity do you know the Applicant? .....

How long have you known the Applicant? .....

What experience does the Applicant have in working with children/protected adults (delete as appropriate)?

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Please comment on the suitability of the Applicant to work with children/protected adults (delete as appropriate), including any reservations you may have. Please continue over if desired.

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Signed ..... Date .....