

# FORM 6 REQUEST FOR REFERENCE

Version 1



**Paid / Volunteer Worker with Children / Young People / Vulnerable Adults**

To:

**New Day Church,  
Ward Street,  
Lostock Hall,  
Preston,  
Lancashire.  
PR5 5HR  
[www.newdaychurch.uk](http://www.newdaychurch.uk)  
01772 461454**

**Name of Worker/Volunteer:** \_\_\_\_\_

Date

Dear

The above named person has applied to be a worker/volunteer with the children/young people/vulnerable adults *(delete as appropriate)* for *(name of activity)* \_\_\_\_\_ at New Day Church.

As I am sure you are aware, before we can accept anyone to work with children/young people/vulnerable adults, 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. *(if internal - use pigeonholes at Church)*

A copy of the job/role description is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). 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".

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, please do not hesitate to contact:

*(name)* \_\_\_\_\_ *on (tel. no.)* \_\_\_\_\_

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

Yours sincerely,

ENCLOSED: Reference Form Job Description Pre-paid reply envelope <i>(unless internal)</i>
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**REFERENCE FORM FOR PERSONS WORKING WITH CHILDREN / YOUNG PEOPLE /VULNERABLE ADULTS**

*All the information contained on this form will remain absolutely confidential and will only be shared with the applicant's leader should they be offered a position.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

The above named person has expressed an interest in working/volunteering within New Day Church. This involves substantial access to children /young people / vulnerable adults. As a church committed to the welfare and protection of children/young people/vulnerable adults, we would like you to tell us if you have any reason at all to be concerned about this applicant being in contact with children/young people/vulnerable adults.

**Yes / No**

If you have answered 'YES' we will contact you in confidence.

We would appreciate you being extremely candid in your evaluation of this person.

1. How long have you known this person? \_\_\_\_\_

2. In what capacity? \_\_\_\_\_

3. What attributes does this person have that make them a suitable applicant?  
\_\_\_\_\_

4. How would you describe their personality? \_\_\_\_\_

5. Please rate this person on the following. (Please tick one box on each line)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Christian Conduct					
Commitment					
Teachable					
Trustworthiness					
Reliability					

Name of Referee: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact No. \_\_\_\_\_ Date: \_\_\_\_\_

*Please return to:*

*Graham Hooke (Senior Pastor), New Day Church, Ward Street, Lostock Hall, Preston, PR5 5HR*