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| **Volunteer’s name:** |  |
| **Position applied for:** |  |
| **Location:** |  |
| **Referee’s name/ organisation:** |  |
| Details of the length of time and the capacity in which you have known the applicant: | |

**VOLUNTEER REFERENCE**

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| **APPLICANT’S SUITABILITY FOR THE POSITION** | | | | | |
| Please tick a box against each of the following: | Poor | Adequate | Good | Excellent | N/A or unknown |
| Honesty / integrity |  |  |  |  |  |
| Trustworthiness / reliability |  |  |  |  |  |
| Punctuality |  |  |  |  |  |
| Conduct / behaviour |  |  |  |  |  |
| Self motivation / initiative |  |  |  |  |  |
| Decision making |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| Teamwork / interpersonal skills |  |  |  |  |  |
| Ability to accept instructions |  |  |  |  |  |
| Overall assessment |  |  |  |  |  |
| If you have ticked poor or adequate for any of the above please provide details overleaf. | | | | | |

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| Are you aware of anything that may affect future attendance? | YES / NO |
| Are you aware of the applicant having any previous convictions in a Court of Law which may be relevant to our decision to appoint? (This should not include spent convictions **unless** the applicant is applying to a post with substantial access to children and vulnerable clients.) | YES / NO |
| Are there any current disciplinary or performance issues?  (NB. For applicants applying to positions working with children or vulnerable clients, please include details of expired disciplinary sanctions or any details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare or behaviour towards children or vulnerable adults, the outcome of those concerns, e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.) | YES / NO |
| Do you have any concerns about the applicant’s understanding and commitment to diversity and equality issues? | YES / NO |
| Do you know of any reason why the applicant should not be able to volunteer? | YES / NO |
| If you have answered YES to any of the questions above please provide details overleaf or on a separate sheet. | |

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| **FURTHER DETAILS** |
| From the details you have received about the post and your knowledge of the applicant, please provide any information in support of, or relevant to, their application. This should include details of any specific skills and abilities, strengths and weaknesses, qualifications, training or experience, and future potential in relation to the position applied for. Please also indicate any areas in which the applicant may require additional support or training.  Please include any information requested overleaf and continue on a separate sheet if required. |

I declare that the information given in this reference is to the best of my knowledge complete and accurate.

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| Signed: |  | Date: |  |
| Name *(print)*: |  | Tel. No.: |  |
| Position/Relationship |  | | |