

Catholic Diocese of Nottingham

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 job description for the post and look forward to receiving your views on [ Name of Applicant]’ssuitability to work with children, young people and vulnerable adults. Please complete the attached form as honestly and accurately as you can to the best of your knowledge. Please disclose how long you have known this person and in what capacity. This standard procedure is part of our national safe recruitment policy. The welfare of children, young people and vulnerable adults in our parishes is paramount and therefore all employees who are working with vulnerable groups are asked to undertake this process. As there are many employee roles currently being undertaken within the Catholic Church, the enclosed form is generic. If there is any aspect of the reference request form about which you feel unable to comment, then please state this in the appropriate section on the form.

Thank you very much in anticipation for your cooperation. Please do not hesitate to contact the Safeguarding Department on 0115 953 9849 should you have any concerns or areas about which you would like clarification.

Yours sincerely

Signature:

Name:

Local Parish Safeguarding Representative

Enc.  **DBS 2E**

Catholic Diocese of Nottingham

Reference Request

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.**

# To be completed by recruiters

|  |  |
| --- | --- |
| Applicant name |  |
| Parish |  |
| Applicant Job Title: |  |

# 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? |  |
| Information about the applicant – please comment on your experience of the applicant (if you do not know, please state not known): | |
| 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 Date: | I certify that the information that I provide in this reference is true, to the best of my knowledge:  [ sign here ] |
| Date Reference Completed |  |