 

The Diocese of Salford Cathedral Centre 3 Ford Street SALFORD

M3 6DP

0161 817 2206

**safeguar**[**ding@dioceseofsalford.or**](mailto:safeguarding@rcaol.org.uk)**g.uk**

Reference request form

Dear **(Insert Name of referee**)

**RE: Reference request for (Insert Name of Applicant)**

The above-named person has applied to be a volunteer within The Diocese of Salford and has nominated you to provide a reference for them.

I would be grateful if you would kindly complete the enclosed form and comment on their suitability to work with children, young people, and vulnerable adults.

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 volunteers who are working with vulnerable groups are asked to undertake this process.

As there are many volunteer roles currently being undertaken by parishioners 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 0161 817 2206 should you have any concerns or areas about which you would like clarification.

Please complete the attached form as honestly and accurately as you can to the best of your knowledge.

Yours sincerely

***PRIVACY STATEMENT***

***The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, the Data Protection Act 2018 and our Privacy Notice which is attached. This form will be held securely, confidentially, will not be shared with third parties, and will be retained in accordance with our record retention schedule.***

The role that this candidate has applied for may involve contact with and responsibilities towards children and / or adults at risk.

**Please answer all questions honestly and accurately to the best of your knowledge.**

1. **To be completed by recruiters**

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

1. **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? |  |

1. **Information about the applicant – please comment on your experience of the applicant:**

|  |  |
| --- | --- |
| 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? |  |

1. **Statement of truth and signature**

**I certify that the information that I provide in this reference is true, to the best of my knowledge:**

**Statement of truth: Signature:**

**Date:**