**Volunteer Reference Request**

The below individual has applied for a volunteering role with [NAME OF ORGANISATION] and as part of our recruitment process we are seeking a reference in support of their application. I would be grateful if you could answer the following questions based on your knowledge and experience of the person, giving as much information as you can and return it to [details of recruiting staff member].

**Volunteer details**

Volunteers Name:

Volunteers Address:

**Referee details**

Name:Contact details:

Date:

This is: an employment reference or a character reference

If an employment reference, please state your:

Organisation:Position held:

|  |
| --- |
| **Employed by you as / How do you know the volunteer:** |
| Job Title / Relationship: |

|  |
| --- |
| **Dates employed by you / How long have you known the volunteer:** |
| From : / / To: / / |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Could you please rate the following in relation to the individual** (please tick as appropriate) | | | | |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Time keeping |  |  |  |  |
| Communication skills |  |  |  |  |
| Working with others |  |  |  |  |
| If ‘fair’ or ‘poor’ has been ticked for the above, please comment further: | | | | |

|  |
| --- |
| **[Manager] This post involves working with children / vulnerable adults:** Yes No: |
| **[Referee] If yes is ticked, would you have any concerns about this person working with a child / vulnerable adult?**  NoYes due to |

|  |
| --- |
| **Please comment on the volunteer’s character/personality with reference to particular strengths and weaknesses, and to qualities such as punctuality, communication skills and teamwork:** |
|  |

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| --- |
| **Please provide any information relating to the individual that you feel is relevant for us to know:** |
|  |

**Thank you for your assistance in completing this reference.**