



Private and confidential

Organisation address

Line 1

Line 2

Town

County

Postcode

Email address

Phone number

Date

Volunteer reference request for *Volunteer Name*

Dear *Referee Name*,

The above named person has offered to carry out voluntary work at *Organisation* as an *Role Title (role description enclosed)* and has named you as a referee.

I would be grateful if you would respond to the questions on the form provided and return this to me using the stamped addressed envelope given.

These questions are asked as a guide and any information you give will be treated in the strictest confidence

If you have any queries, please contact me on *phone number*.

Thank you very much for your co-operation

Yours sincerely



Please answer these questions to the best of your ability

How long have you known this person?

In what capacity?

Is there any particular kind of work or situation that you believe might cause the volunteer physical or emotional distress considering the role they are undertaking?

Is this person reliable, will they complete any task they have agreed to undertake?

Is this person trustworthy? In your view, is there any reason why this person might not be suitable for the voluntary role described?

Please include any other comments on the volunteer's suitability for the post

Date.....

Signed

Thank you for taking the time to complete this form