

Referral Forms

Dear (Referee's Name),

(Name of volunteer/worker) has offered to help with our children's ministry.

As you are probably aware, before we can accept any new volunteer workers we must be sure that they are suitable. (Name) has given us your name as someone who can give a character reference.

I would be grateful if you could complete the enclosed questionnaire. Your written response will be made available to only certain pastors of our church.

(Name) will mainly be working with (age) year olds, as (give a brief description of the work).

In commenting on the volunteer, please remember that it is the church's duty to protect children from harm of a physical, emotional or sexual nature, and all volunteers are required to sign to this.

With thanks.

Yours sincerely,

REFERENCE FORM

Private and Confidential

Name of Volunteer:

What is your relationship with the volunteer?

Relative Friend Employer

Other (specify)

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How long have you known the volunteer?

With your knowledge and experience of the volunteer, please comment on his/her suitability to work with children/young people. Please include comments about his/her honesty, reliability, health and experience of working with children.

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Are there any comments you would like to make about the volunteer?

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Signed: Date: