

**LETTER TO REFEREES FOR REGULATED WORK WITH CHILDREN**

**Dear**

is currently being considered as………………………….with ………………………..and has given your name as a referee. The position includes regulated work with children. As an organisation committed to the wellbeing and protection of children we would like to know if there is any reason at all to be concerned about this applicant being in contact with children?

**YES/NO**  Delete as appropriate. If you have answered yes we will contact you in confidence.

We would appreciate your honesty in providing us with some information which will allow us to consider their application. All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant’s suitability for the position.

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| --- |
| **How do you know the applicant and how long have you known them?** |
| **What qualities does this person have that would make them suitable to work with children?**  Please rate this person on the following (please tick one):   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Unsatisfactory** | **Satisfactory** | **Good** | **Excellent** | | **Attendance** |  |  |  |  | | **Responsibility** |  |  |  |  | | **Maturity** |  |  |  |  | | **Self-motivation** |  |  |  |  | | **Can motivate others** |  |  |  |  | | **Ability to work as a team** |  |  |  |  | | **Willingness to follow instructions** |  |  |  |  | | **Commitment** |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Communication skills** |  |  |  |  | | **Trustworthiness** |  |  |  |  | | **Reliability** |  |  |  |  | |

- If you have ticked unsatisfactory for any of the above, please provide more details.

- Please also use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

**Signature:** **Date:**

**Print Name:**

Please return this in an envelope marked **PRIVATE and CONFIDENTIAL** to: