

Voluntary Disclosure and Referencing

Reference Enquiry Form

Club / Association Name and address

Confidential

Name

Address.....

..... Post Code.....

The above named person has made application for a voluntary position in this [Club / Association] which and has given your name as a reference.

The position involves substantial access to children.

As an organisation committed to the welfare and protection of children, we have a duty to enquire whether there is any reason at all to be concerned about any applicants being in contact with children, young people or vulnerable adults.

If you are willing to complete this reference, any information given will be treated in the strictest confidence, and in accordance with the relevant legislation. The information will only be shared with the person responsible for assessing the applicant's suitability for the position. We would appreciate being candid, open and honest in evaluating the named applicant.

1. How long have you known the applicant?

2. In what capacity?

3. What attributes does the applicant have for the position indicated?

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4. How would you describe the applicant's personality?

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5. Have you any reason to be concerned about the applicant having contact with children, young people or vulnerable adults? YES*

NO*

6. If you have answered YES, we will contact you in confidence.

Contact telephone number day..... Evening.....

Name.....

Signature..... Date.....

Organisation (if any).....

Position.....

*Please delete as necessary

Please return in stamped addressed envelope provided

Volunteer Disclosure and Reference Form

Surname Former Surname if any

First Names.....

Address.....

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City..... Post Code.....

Contact codes and numbers

Telephone (daytime)..... Evening.....

Mobile telephone..... Fax.....

Email.....

Previous Experience of working with children and vulnerable adults:

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Referees (two people who know you and are not related)

1 Name and Address:

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City..... Post Code.....

Telephone No.....

2 Name and Address:

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City..... Post Code.....

Telephone No.....