



Reference Proforma- Volunteer

Section 1 (to be completed by recruiting manager)

Name of Volunteer (print)	
Volunteer role Applied for	
Location of role applied for	

Section 2 (to be completed by referee)

In what capacity have you known this person?	
How long have you known this person?	
Please give your assessment of the applicants' suitability for a volunteer role.	
Is there any area in relation to the volunteers activities that you feel would not be appropriate for the applicant to be engaged in or where they would need training / development? If so please state why.	
Any other relevant information you may wish to give. Please continue on a separate sheet if necessary.	

Please rate this person on the following (tick one box in each line)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-Motivation					
Honesty					
Commitment					
Energy					
Trustworthiness					

Punctual/Reliable					
Attendance					
Interpersonal skills					
Relationships with colleagues					

This post may involve substantial unsupervised access to children or vulnerable adults. As an organisation committed to the welfare and protection of people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or vulnerable adults

Yes / No

If you answered 'Yes' please give full details below

Are you aware of any allegation(s) made against the applicant or if any concerns have been raised which relate to either the safety or welfare of children or young people or about that applicants behaviour towards children or young people.

Yes / No

If you answered 'Yes' please give full details below

Please note that in line with the provisions of the Data Protection Act 1998, should the subject of a reference make a standard access request to see the reference then a copy will be provided to them subject to the removal of any personal details of the referee, e.g home address and telephone number.

Signed _____

Date _____

Full name (please print) _____

Please return to: <<Name, Address>>