

Volunteer details:

Requesting reference for:[insert name of candidate]

**Volunteer position applied for:** [insert position applied for]

Please complete the following questions:

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| **Are you able to recommend this candidate for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.** |
| **This volunteering role involves working with children. Do you know of any reason that this candidate is not suitable to work with children? If yes, please explain why.** |
| **How long, and in what capacity, have you known the candidate? Please give the dates between which he/she worked with/for you and the roles that he/she held.** |

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| **Please tell us about the candidate’s strengths, qualities and achievements in the role(s).** |
| **What are his/her areas for development?** |
| **To what extent is the candidate flexible and ready to take on new challenges?** |
| **[Insert question tailored to the specific role the candidate is applying for – for example, if the role involves working in IT, you could ask a question about his/her IT skills.]** |
| **Is the candidate reliable and honest?**  |
| **Please tell us about his/her interpersonal skills and his/her relationships with colleagues, clients, or customers.**  |
| **If you have any concerns about the candidate’s honesty, reliability or relationships with others, please tell us about them.** |



Referee details:

Name: [referee to print name]

Date: [referee to insert date]

**Signed:** [referee to sign]