

YOUR CHURCH LOGO

Reference request letter for a someone applying for a role with children or vulnerable adults

Private and Confidential

Name

Address

Postcode

Dear XXX

Reference request for : name of potential employee

Name of person has been offered the post of **Name** of post with the **Name of Church** subject to satisfactory references (and DBS check if appropriate). These are important to us as part of our safer recruitment processes where individuals will be working with children or vulnerable adults.

S/he has given your name as a referee.

I have enclosed a copy of the job description and person specification and I would be grateful if you could provide a reference for us. I enclose a stamped addressed envelope for your convenience.

I look forward to hearing from you

With best wishes

Yours sincerely

Name of person sending the letter and role in the Church

Reference: Name of Applicant

Name of Referee and your contact details

How long have you known the applicant?years

In what capacity?

Please can you comment on their **as appropriate**

- **General approach to work, timekeeping, reliability**
- **Previous experience of working with **children and/or vulnerable adults.****
- **Their ability to provide kind and consistent care.**
- **Evidence of their willingness and commitment to respect the background and culture of **children and vulnerable adults.****

Do you have any evidence or concern that they would not be suitable to work with children and/or vulnerable adults? Please give details.

Sign and date

Please return this reference in an envelope marked Private and Confidential.