|  |  |
| --- | --- |
| Name of Applicant |  |
| Position Applied for |  |
| Organisation Applied to |  |

**Reference**

1. How long have you known the applicant?
2. In what capacity do you know the applicant?

1. Are you aware of any reason the applicant should not have any involvement with the Organisation? Yes No

*(If you have answered yes, we will contact you in confidence)*

1. What attributes does the applicant have that would make them particularly suitable and how would you describe the applicant’s character?
2. How would you describe their personality?
3. Would you recommend this applicant for this position?
4. Is there anything that you feel would preclude this applicant from taking this role, or impact their ability to carry out its duties sufficiently?
5. Are there any other comments you would like to make about the applicant?

|  |  |
| --- | --- |
| Full Name of referee | |
| Signature | Date |

**Your contact details**

We will use this information to contact you should we need more details on any of your

comments.

|  |  |
| --- | --- |
| Preferred telephone number 1 |  |
| Preferred telephone number 2 |  |
| Email address |  |

If we need to contact you, when would be best?

***Thank you for taking the time to complete this form***