Sample Volunteer Reference Form

The following person has applied to be a volunteer at Durham Cathedral.

Name:

Volunteer Role:

If you are happy to complete the reference, all the information contained on the form will remain absolutely confidential and will only be shared with the Volunteers Manager and relevant member of staff with responsibility for the volunteer (if applicable).

We would appreciate your candid evaluation of this person.

Please continue on a separate piece of paper if necessary.

How would you describe the applicant’s interpersonal skills, especially his/her ability to communicate with members of the public?

What attributes do you think this person has that would make them a suitable volunteer and in particular, suitable for the role(s) they have applied for? (See attached role description.)

How long have you known this person?

In what capacity?

Please give an indication on the applicant’s suitability for volunteering based on the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Average | Poor | Don’t know |
| Friendly and approachable manner |  |  |  |  |  |
| Team work |  |  |  |  |  |
| Self-Motivation |  |  |  |  |  |
| Commitment |  |  |  |  |  |
| Energy and positivity |  |  |  |  |  |
| Trustworthiness |  |  |  |  |  |
| Reliability and time-keeping |  |  |  |  |  |
| Ability to deal with pressured situations |  |  |  |  |  |
| Diplomacy skills |  |  |  |  |  |
| Adaptability and flexibility |  |  |  |  |  |
| General mobility. Volunteers may be required to stand, sit, walk as well as negotiate steps and uneven surfaces. |  |  |  |  |  |

As an organisation committed to the safeguarding of all, especially children and vulnerable adults, we would like to know if you have any reason at all to be concerned about this applicant being in contact with anyone considered vulnerable.

Yes / No If you have answered ‘Yes’ we will contact you in confidence.

Signature (electronic signature is fine):

Name (Please use BLOCK CAPITALS):

Date:

Is there anything else you would like to tell us?

**Thank you for taking the time to complete this reference.**

Please do not hesitate to contact me if you require clarification or wish to discuss anything in more detail.

**Please return this form as soon as possible, marked *Private and Confidential* to:**

**Example email / letter wording for request to referee:**

*[Insert name of volunteer]* has applied to xxxxx Cathedral to become a *[insert role title]* Volunteer and has given your name as a referee.

I enclose a copy of the Role Description and would be extremely grateful if you could complete the enclosed Volunteer Reference Form.

Requesting references from potential volunteers is good practice in volunteering and supports our safeguarding duty of care. Information will only be shared with the appropriate member of staff *[or Senior Volunteer]* with responsibility for the role where applicable and will be kept in accordance with GDPR.

Your comments as to the applicant’s suitability for the role will help us to make a more informed decision as to whether it is an appropriate role. Please let us know in particular if there are any reasons you feel the applicant should not be involved in this type of volunteering activity.

I would be grateful if you could return the reference form within the next 7 days.

If you have any questions or queries please do not hesitate to contact me.

With many thanks