

REQUEST FOR A REFERENCE

(Paid/Volunteer Worker with Vulnerable Adults)

Name of Worker: _____

Dear

The above named person has applied to be a worker with vulnerable adults

for (name of parish) _____.

As I am sure you are aware, before we can accept anyone to work with vulnerable adults, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible.

A copy of the job description/person specification/volunteer role profile is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact

Name: _____ Phone number: _____.

May I take this opportunity for thanking you for your help in this matter.

Yours sincerely,