

Reference Request Letter

Dear

Re: (Name of Applicant) Address

(Name of applicant) has applied to work with Lions Ski Club as a (state position – coach, club welfare officer etc) and has given your name as a reference. If you would prefer to ring me, please telephone (00000000).

How long have you known this person?

In what capacity do you know them?

What attributes does this person have that would make them suited for this work?

Please rate the person on the following – tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Communication skills					
Gets on with Colleagues					
Gets on with children					
Reliability					
Trustworthiness					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes/No

If you have answered YES we will contact you in confidence.

Signed:

Print name:

Date:

Position and Organisation (if applicable)

Thank you for completing the form.

Yours sincerely (NB – Ensure you put your Club details on the form, and your contact details)