



Character and Reference Form

Dear _____ (insert name),

Your name has been given to us by _____ (insert applicant name), who has applied for the position of _____ (insert name of position).

I would appreciate you completing, signing and dating the information below and returning it to me at the enclosed address.

Thank you in advance for your help.

Yours sincerely,

(Insert signature and date)

1) Can you tell us how long you have known the applicant?

2) In what capacity do you know the applicant?

3) Can you highlight some of the applicant's positive skills and qualities?

4) Do you, without reservation, recommend the applicant for the position for which they have applied? Please bear in mind that this position involves working with children/persons in vulnerable situations.

Yes No

Why? _____

Please include any additional comments below.

Signed: _____ Date: _____