



Appendix 6 – RTRC Reference request

Rev: 02/18

CONFIDENTIAL

(Name) has expressed an interest

in working with RTRC in the role of, and has given your name as a referee.

This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person?
2. In what capacity?
3. What attributes does this person have which would make them suitable for this role?

.....
.....
.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in contact with children or young people? **YES / NO**

If you answer 'Yes' we will contact you in confidence.

Name: (please print) Tel. No:.....

Signed: Date:.....

Please return this form, marked 'Confidential' to: Mark Layton, RTRC, Quay Road, Teignmouth TQ14 8ER

Note: A reference is personal data and the subject is entitled to request a copy from the recipient.