**Reference Request – Volunteer**

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| --- | --- |
| **Applicant name:** |  |
| **School name:** |  |
| **Name of referee:** |  |
| **Contact details:** |  |
| **Occupation:** |  |
| **How long have you known the applicant, and in what capacity?** |  |
| **Do you have any concerns about the applicants’ suitability to work with children?** | **If yes, please provide full details in this box.** |

**Please comment on your knowledge of the applicant’s:**

|  |  |
| --- | --- |
| **Reliability** |  |
| **Confidentiality** |  |
| **Attendance** |  |
| **Communication skills, both written and oral** |  |
| **Ability to be an effective and efficient member of a team** |  |
| **[Insert any specific skills here e.g. finance, HR, data]** |  |

**Please include any other comments that you feel are relevant to the applicant’s suitability for this role:**

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|  |

**The applicant has a right to see this reference however, under the Data Protection Act 2018; we must make sure we have your consent before we can disclose it. Please indicate if you are happy for us to disclose it to the applicant upon request.**

**YES/NO**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return this form to: Mandy Greenwood , Office Administrator at:**

**mgreenwood@surreyhills.surrey.sch.uk**

**Or:**

**Mandy Greenwood**

**Surrey Hills All Saints Primary School**

**School Lane**

**Westcott  
Dorking,**

**Surrey**

**RH4 3QF**