



HALTON FARNWORTH HORNETS arlfc

VOLUNTEERS – REFERENCE REQUEST PROFORMA

FOR THE ATTENTION OF: _____

Reference for _____ **in the Role of** _____

_____ has expressed an interest in becoming a Volunteer for the **Halton Farnworth Hornets** and has given your name as a referee. The **HFH** Club would be very grateful if you would please complete this Reference Request Proforma and return it in the envelope provided.

Any information you provide will be treated in the strictest confidence in accordance with relevant legislation and to the standards expected of a Sport England Clubmark Gold organisation such as the **HFH** Club. Any information you may give will only be shared with the person conducting the assessment of the Volunteers suitability for the Role. The **HFH** Club would appreciate your honesty in the evaluation of this person.

How long have you known this person? _____

In what capacity have you know this person? _____

Please rate this person on the following by ticking one box for each statement.

	Poor	Good	Excellent
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there anything else you feel the **HFH** Club should know about this person that is relevant to the post? _____

[PLEASE CONTINUE OVER PAGE IF NECESSARY]

Would you consider the above named person as posing any risk to the welfare of children, young people and vulnerable adults? Yes No

[If answered Yes, the HFH Club may choose to contact you in confidence]

Thank you for taking the time to complete this Reference Request Proforma.

Yours sincerely _____ Date: _____

REFEREES SIGNATURE:		DATE:	
PRINT NAME:			
CONTACT 'PHONE No:	01	MOBILE:	07

ARE YOU RELATED TO THE ABOVE REFERENCED PERSON? **YES** **NO**

IF YES PLEASE STATE RELATIONSHIP _____

THANK YOU