



## Character reference request (page 1 of 3)

Girls' Brigade, Cliff College, Calver, Hope Valley, Derbyshire, S32 3XG

Tel: **01246 582322** | Email: [gbco@gb-ministries.org](mailto:gbco@gb-ministries.org) | Web: [www.gb-ministries.org](http://www.gb-ministries.org)

GB Ministries is the operating name of The Girls' Brigade England & Wales; a company limited by guarantee (No.206877) and a registered charity (No.206655).

### This is a character reference request for:

Name (of applicant):

Role or voluntary position applied for:

At (church name, if appropriate):

GB group (if appropriate):

Length of time you have known him/her:

Capacity in which employed/known:

Main duties (if appropriate):

### For paid employment only:

Salary or wage rate:

Date they started employment with you:

Date of leaving:

Number of days of absence in the last two years (excluding annual leave):

Please provide reasons for absence:

Number of days of sickness absence in the last two years:

### Disclosures and disciplinary action:

Has the candidate been previously reported to the Disclosure and Barring Service (under the Safeguarding Vulnerable Groups Act 2006)?

YES  NO

If yes, please give details:

Are you aware of any reason why this person might not be suitable to work with children?

YES  NO

If yes, please give details:



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Are you aware of any previous disciplinary action taken against this person where there were concerns relating to children's safety or protection?

 YES NO

If yes, please give details:

Are you aware of any current investigations or of any disciplinary sanctions, which remain against this person? This may or may not be related to children's safety and protection.

 YES NO

If yes, please give details:

### Please comment on the applicant's qualities in relation to the following:

Honesty:

Reliability:

Punctuality:

Ability to work as part of a team:

Ability to prioritise workload:

(Where relevant to the role) Understanding and knowledge of child protection and children's safety issues:

(Where relevant to the role) Please comment on the applicant's suitability and overall ability to work with children:

Would you re-employ? (If appropriate)

YES

NO

Please add any further information or comments that you feel are relevant to the applicant's proposed new role:



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Signed:	<input type="text"/>	Date:	<input type="text" value="d d / m m / y y y y"/>
Organisation/company:	<input type="text"/>		
Name (in block capitals):	<input type="text"/>		
Position:	<input type="text"/>	Telephone number:	<input type="text"/>
Email:	<input type="text"/>		
Postal address:	<input type="text"/>		

If there are any concerns about the information contained within the reference for posts working with children or young people, we will follow up with the referee by telephone to probe further into the suitability of the applicant to work in such a post.

***The details provided on this form will be kept in line with GBM's data protection policy.***

***March 2018 (VI)***