References

References are comments from people who know the potential volunteer in either a work or a social context. Dependent on the role, they will range from a basic check that the person is who they say they are through to a detailed recommendation of their suitability for the role.

In the first instance, a simple letter from referees (two is usually the right number) will be enough. Talking to the referees by phone may be advisable as this allows you to probe a little deeper and ask about the applicant’s capacity to work in a team, their flexibility and their ability to best represent the organisation’s cause as a new volunteer.

A sample letter that could be sent to referees is set out below; you would also include the description of the role the volunteer would be undertaking.

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Private and Confidential

xxxxx

12 September 2013

Dear

xxxxxx

The above person has applied for a voluntary position at XXXXXXXXX and has given your name as a referee.

We would be grateful for your opinion, in confidence, of her suitability for the appointment as a xxxxxxx Volunteer particulars of which are enclosed. We should be grateful if you would reply as soon as possible using the envelope provided.

Many thanks in advance for your assistance in this matter.

Yours sincerely,

Xxxxx

CONFIDENTIAL

Name of volunteer

How long have you known this person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In your opinion, do you feel the above mentioned person is:-

Honest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustworthy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conscientious\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reliable\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Able to respect a confidence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you aware of any support needs this person might have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you would you prefer me to contact you by phone with regards to this reference please enter your contact number here.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_