



Diocese of Wrexham – Reference Request

.....(name of applicant) has nominated you to provide a reference for them in relation to their application to carry out a voluntary/paid role as..... within the Parish of

Please complete the attached questionnaire as honestly and accurately as you can and to the best of your knowledge. On receipt of the completed form, I may require to contact you by telephone to discuss the content further.

Please return the completed questionnaire to the address below as soon as is practically possible.

Yours faithfully

Mary Rowlands
Safeguarding Co-ordinator Diocese of Wrexham
Bishops House
Sontley Road
Wrexham
LL13 7EW
Tel: 01978 262726 / 01978 536349
E-mail: safeguarding@rcdwxm.org.uk

Reference Request

PRIVACY STATEMENT

The information that you provide on this form will be processed in accordance with the UK General Data Protection Regulation, the Data Protection Act 2018 and our Privacy Notice, details of which can be found at www.rcdwxm.org.uk

This form will be held securely, confidentially, will not be shared with third parties and will be retained in accordance with our record retention schedule.

The role that this candidate has applied for involves contact with and responsibilities towards children and / or adults at risk.

Please answer all questions honestly and accurately and to the best of your knowledge.

Applicant full name:

Applicant Role Title:

A. Information about the Applicant – please comment on your experience of the applicant:

RELIABILITY: (circle on scale of 1-10 where 1 is very unreliable and 10 is extremely reliable)

1	2	3	4	5	6	7	8	9	10
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POOR

AVERAGE

EXCELLENT

INTEGRITY: (circle on scale of 1-10 where 1 is has poor integrity and 10 is has highest integrity)

1	2	3	4	5	6	7	8	9	10
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POOR

AVERAGE

EXCELLENT

ABILITY TO ASSUME RESPONSIBILITY: (circle on scale of 1-10 where 1 is irresponsible and 10 is very responsible)

1	2	3	4	5	6	7	8	9	10
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POOR

AVERAGE

EXCELLENT

ABILITY TO GET ON WELL WITH OTHERS AND MANAGES CONFLICT: (circle on scale of 1-10 where 1 is does not get on well with others and cannot manage conflict and 10 is excellent at getting on with others and manages conflict easily)

1	2	3	4	5	6	7	8	9	10
POOR			AVERAGE				EXCELLENT		

ABILITY TO LEARN QUICKLY: (circle on scale of 1-10 where 1 is does not learn quickly and 10 is learns very quickly)

1	2	3	4	5	6	7	8	9	10
POOR			AVERAGE				EXCELLENT		

ENTHUSIASM AND COMMITMENT: (circle on scale of 1-10 where 1 is not enthusiastic or committed and 10 is enthusiastic and fully committed)

1	2	3	4	5	6	7	8	9	10
POOR			AVERAGE				EXCELLENT		

ABILITY TO WORK ON THEIR OWN AND AS PART OF A TEAM: (circle on scale of 1-10 where 1 is needs supervision and prefers to work alone and 10 is confident to work alone and good team working skills)

1	2	3	4	5	6	7	8	9	10
POOR			AVERAGE				EXCELLENT		

ABILITY TO FOLLOW INSTRUCTIONS: (circle on scale of 1-10 where 1 is ignores instructions and 10 is follows instructions accurately)

1	2	3	4	5	6	7	8	9	10
POOR			AVERAGE				EXCELLENT		

Is there anything else you would like to add about this applicant? Do you have any other information you feel would be relevant to us in relation to their suitability for the role?

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