

**CoramBAAF Employer/Voluntary Activity Reference
(for use with Form C, Form F, and Form PAR)**

NAME OF APPLICANT

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PERSON COMPLETING THE REFERENCE

Name	
Job title	
Organisation	
Email	
Telephone	

How long have you known the applicant, and in what capacity?

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What was the applicant's position within your organisation? Please give a brief description of the job/role.

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When did this employment/position start (and finish if they are no longer employed by you)?

Please comment on the applicant's health/sickness record

Is there a warning or any other disciplinary action on file or pending? If so, please provide details

Please comment on the applicant's ability to work with others as part of a team

Please comment on the applicant's honesty, trustworthiness, and ability to keep sensitive information confidential

Please comment on how the applicant has coped with stressful situations

Please give details of any incidents or events involving the applicant that have caused you concern

Do you have any reason to believe the applicant may do anything to harm a child?

If you had/have a child, would you be happy to leave him/her in the applicant's care?

Please describe any personal qualities of the applicant which are relevant to fostering or adopting children

If appropriate, please comment on the applicant's knowledge of children. Do they communicate with children appropriate to their age and understanding?

SAMPLE

If appropriate, please describe whether the applicant has the ability to work closely with children's families (and others who are important to the child)

SAMPLE

If appropriate, please describe any experience the applicant has had of setting appropriate boundaries and managing children's behaviour

Please provide any other information that you think is relevant (using additional sheets if necessary)

Please tick one of the following boxes to indicate your consent to sharing the information you have provided:

- I am happy for my reference to be shared with the applicant.
- I wish for my reference to remain confidential.
- There are parts of my reference that I want to remain confidential and would like to discuss this with you.

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Signature	
Date	

SAMPLE