

 PRIVATE AND CONFIDENTIAL

Date:

Dear

 …………………………………………………………………… of ………………………………………………………………………………………………

 has applied to be a volunteer with Swansea Carers Centre and has given your details as a referee.

 We would be grateful if you could answer the questions overleaf and return this form in the envelope provided.

 We enclose a copy of the relevant role description(s).

 Every volunteer is in a position of trust, and some may work unsupervised.

 Many thanks for your help.

 Yours sincerely,

 Ruth Carpenter

Volunteer Coordinator

1. Would you have any objection to your reference being shown to the applicant, if they ask to see it?

YES / NO (Please delete as appropriate)

1. How long have you known this person and how do you know them?
2. What personal qualities do you think would make him / her a good volunteer?
3. Are there any reasons you know of which may cause us to refuse this person?
4. Any other comments?

To the best of my knowledge, I declare the comments above to be true.

Signed……………………………………… Date………………………………….

Thank you again for your help.