



Volunteer reference form template

Dear [referee's name]

[Volunteer's name] has applied for a voluntary role at [organisation's name].

As part of our appointment process, we ask for two references and they have given us your name.

We would very much appreciate your response to the following questions, to help us make sure they are suitable for the role. All replies are strictly confidential.

How long have you known them?

In what capacity do you know them?

Are they reliable?

Are they honest as far as you know?

In your opinion, do they understand confidentiality? YES/NO (please delete as appropriate)

Do they have an understanding of other people's needs?

Is there any other information that would be helpful?

Signed..... Date.....

Please sign and return to <Insert organisation's address>.

Thank you very much for your response.