



CONFIDENTIAL RECORD OF REFERENCE CHECK

1. **Name of applicant:** _____

2. **Referees contacted:** *(Note: Written references must always be checked by contacting the referee)*

Name of 1st referee: _____

Relationship to applicant: _____

Date contacted: ____ / ____ / ____ Contacted by: Telephone Letter Personal Conversation

Summary of the referee's remarks concerning the applicant's fitness and suitability for working with children or young people:

Name of 2nd referee: _____

Relationship to applicant: _____

Date contacted: ____ / ____ / ____ Contacted by: Telephone Letter Personal Conversation

Summary of the referee's remarks concerning the applicant's fitness and suitability for working with children or young people:

3. **Church contacted:**

Person contacted: _____

Position / Title in the church: _____

Date contacted: ____ / ____ / ____ Contacted by: Telephone Letter Personal Conversation

Summary of the referee's remarks concerning the applicant's fitness and suitability for working with children or young people:

Person contacted: _____

Position / Title in the church: _____

Date contacted: ____ / ____ / ____ Contacted by: Telephone Letter Personal Conversation

Summary of the referee's remarks concerning the applicant's fitness and suitability for working with children or young people:

4. **Details of person conducting Reference Check:**

Name of person: _____
conducting check

Signature: _____ Date: ____ / ____ / ____