

S1.A Template 4: Character and Personal reference Request

Dear _____ (name),

Your name has been given to us by _____ (applicant
name), who has applied for the position of _____ (name of position).

I would appreciate you completing, signing and dating the information below and
returning it to me at the enclosed address.

Thank you in advance for your

help. Yours sincerely,

(Signature and date)

1) Can you tell us how long you have known the applicant?

2) In what capacity do you know the applicant?

3) Can you highlight some of the applicant's positive skills and qualities?

4) Do you, without reservation, recommend the applicant for the position for which
they have applied? Please bear in mind that this position involves working with
children.

Yes No

Why? _____

Please include any additional comments below.

Signed _____

Date _____

