**REFERENCE REQUEST FORM**

Dear [INSERT REFEREE NAME]

Thank you for taking time to complete this form. [INSERT VOLUNTEER/EMPLOYEE NAME] has applied for the position of [INSERT JOB TITLE] with Big Leaf Foundation and has given your name as a referee.

Big Leaf Foundation is a small organisation, based in Surrey, that aims to provide a nurturing programme of activities, projects and events, that focus on combating social isolation for displaced young people in Surrey. To find out more about our work, please visit [www.bigleaffoundation.org.uk](http://www.bigleaffoundation.org.uk)

If you’re happy to provide this reference, all the information contained on the form will remain confidential.

Thank you

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**How long have you know the applicant?**

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**In what capacity?**

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**What is your view of their suitability for the role?** *Please read the attached role profile and person specification before answering this question.*

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**Are they reliable?**

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**Please add any other information about the candidate you would like us to know.**

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Thank you for taking time to complete this form. Please return it to us at:
Big Leaf Foundation, PO Box 1544, Woking, GU24 8UH or via email contact@bigleaffoundation.org.uk