

# Reference form (RF)

Name of applicant

Address

Postcode

Appointment under consideration

Dear

As Scouts, we prepare young people with skills for life. We encourage young people to do more, learn more, and be more. Each week, we help over 460,000 young people enjoy fun and adventure while developing the skills they need to succeed; now and in the future.

These 460,000 young people are supported by around 160,000 adult volunteers. The adult named above has offered to volunteer/is currently volunteering for the Scouts and has given your name as a referee.

As an organisation committed to the safeguarding of children and young people, we must be sure that any new volunteers are suitable before they can take on their role and we would ask you to assist us in this important matter.

Could you please take a few minutes to complete this reference, which will remain confidential, and return it to the person identified at the bottom of this page? It would be very helpful to have your reply as soon as possible, so that the voluntary appointment is processed as efficiently as possible.

In commenting on the applicant, please would you bear in mind that the appointment under consideration may involve substantial work with children, young people or charitable funds. We would therefore appreciate you being extremely candid in your responses.

If you are interested in volunteering with the Scouts, take a look at our website [scouts.org.uk/get-involved](https://scouts.org.uk/get-involved) to find more information about how you can help young people develop skills for life.

Thank you for your help.

(Appointments Secretary)

Please return to:

## Data privacy statement

This form is used to collect information about you for the purpose of receiving a reference; this is to be used by us at

enter Scout District/County/Area/Region (Scotland) name.

We do not share your personal data provided in this form with any third parties, and we take your privacy seriously. The data you provide to us is securely stored

enter where the data will be stored ie. (using secure online storage/as paper-based records in locked cabinets).

For further details, please visit the Scouts' Data Protection Policy at [scouts.org.uk/dppolicy](https://scouts.org.uk/dppolicy). We will keep the data we capture from this form for only as long as necessary. For further details on the Scouts' retention periods, please visit the Data Protection Policy at [scouts.org.uk/dppolicy](https://scouts.org.uk/dppolicy).



# Scouts

## Your reference

1. How long have you known the applicant?

2. In what capacity?

3. Are you aware of any reason the applicant should not have any involvement with the Scouts?

Yes  No

If you have answered **yes**, we will contact you in confidence.

4. What attributes does the applicant have that would make them particularly suitable?

5. How would you describe their personality?

6. Please rate the applicant on the following: **Please tick one**

	Poor	Average	Good	Very Good
Working with young people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivating others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with other adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Are there any other comments you would like to make about the applicant?

Name of referee

Signature

Date

## Your contact details

We will use this information to contact you should we need more details on any of your comments.

Preferred telephone number 1

Preferred telephone number 2

Email address

If we need to contact you, when would be best?

Daytime  Evening