



Dear xxx,

Xxxxxx has applied to become an administration volunteer with the Volunteer Centre Bexley and has given your name as a personal referee. I have attached a role description for your information and would be grateful if you could complete the attached reference form and return it to me at the following email address: marion@bvsc.co.uk. Thank you for helping us by doing this.

YOUR NAME	YOUR EMAIL ADDRESS
HOW LONG HAVE YOU KNOWN THE APPLICANT?	IN WHAT CAPACITY DO YOU KNOW THEM?
<p>Is this person a good communicator?</p> <p>Are they reliable?</p> <p>Do you believe them to be honest?</p>	
<p>WHAT POSITIVE ATTRIBUTES DOES THE APPLICANT HAVE THAT YOU THINK WILL BENEFIT THEM IN THIS ROLE?</p>	





ARE THERE ANY REASONS THAT YOU FEEL THE APPLICANT SHOULD NOT VOLUNTEER WITH US?

DO YOU HAVE ANY OTHER COMMENTS?

SIGNATURE

DATE

Marion Murphy (Volunteer Development Officer -working remotely)

Bexley Voluntary Service Council

Tel: 01322 524682

Connect with us!



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