

Dear xxx,

Xxxxxx has applied to become an administration volunteer with the XX Organisation 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: XX@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>	
<p>ARE THERE ANY REASONS THAT YOU FEEL THE APPLICANT SHOULD NOT VOLUNTEER WITH US?</p>	

DO YOU HAVE ANY OTHER COMMENTS?	
SIGNATURE	DATE

Name or requester (Role)

Organisational contact details