



# STANDARD 1

## CREATING AND MAINTAINING SAFE ENVIRONMENTS GUIDANCE FOR INDICATOR 1.1



### 1.1A Template 4: Character and Personal Reference Request

Dear \_\_\_\_\_ (insert name),

Your name has been given to us by \_\_\_\_\_ (insert applicant name),  
who has applied for the position of \_\_\_\_\_ (insert 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,

\_\_\_\_\_  
(insert 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**