



DATE

Dear Sir/Madam,

Re: Reference Request

----- has expressed an interest in being a volunteer (insert name of role) and has given your name as a referee.

Whiteley Wanderers Football Club is an FA Charter Standard Club running a number of teams for children aged from 6 years all the way up to adult football. The post of volunteer football coach/manager/assistant coach/manager/first aider/medic involves substantial access to children.

Whiteley Wanderers Football Club is an organisation committed to the welfare and protection of children, we are obviously conscious to know whether you would have any reason at all to be concerned about the applicant being in contact with children or young people.

As one of the Welfare Officer for Whiteley Wanderers Football Club, I would be grateful if you could answer the questions below and return your response to me by email.

If you have any queries, please do not hesitate to contact me via email (provide email).

Thank you kindly for your assistance in this matter.

Yours sincerely,

Welfare Officer – Whiteley Wanderers FC

Applicant Name:

1.	How long have you known this person and in what capacity?
2.	How would you describe the applicant's character and personality?
3.	Please comment on this person's suitability to work with children if known?
4.	Do you have any concerns whatsoever about the above named person's ability to keep children safe? Or any other concerns that you think we should know about?
5.	Is there any other information you feel we should know about this person?

Signed:

Date:

Print name:

Position/relationship with applicant:

Telephone number: