



(Date)

Dear

(Name) has applied to our organisation for employment in the position of **(job title)** and has given us permission to write to you for a reference. Please see enclosed declaration.

I would be grateful if you would assist us in assessing the applicant's suitability for the above post by kindly completing the form below and returning it to me at **(email)** at your earliest convenience. I have enclosed a copy of the role description for the above position for your reference.

FOR ROLES WORKING WITH CHILDREN/VULNERABLE ADULTS: Somerset County Cricket Club take a fully committed stance towards safeguarding children, young people and adults at risk. This role involves working with and/or supervising children, therefore we are keen to gather references and to know whether you have any concerns about the applicant's involvement with children and suitability for the role.

Please be advised you have a legal liability for references and the contents should include no material misstatement or omission.

Please be assured your response will be treated in the strictest of confidence in line with our data protection procedures and legislation.

I thank you in advance.

Yours sincerely,

Jaie Goddard

Head of People and Culture



What is the name of your organisation?		
What position do you hold?		
What is your relationship to the applicant?		
How long have you worked/did you work with the applicant?		
How long have you known the applicant (if different to the above)?		
Please confirm the applicant's job title within this employment		
Please confirm the applicant's dates of employment	Employment started:	Employment ended:
If the applicant has ceased employment with you, please confirm the reason for the termination of their employment. If the applicant was dismissed, please explain the reason for their dismissal and the surrounding circumstances		

Please detail the applicant's performance history within the role

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Please comment on their honesty and trustworthiness

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Please comment on their standard of work

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Please comment on their timekeeping

Please comment on their relationships with colleagues during their employment

Are there any circumstances in your knowledge, which would prevent us from employing (or would make it undesirable for us to engage) the applicant? Would you be willing to re-employ the person?

Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment? Please circle

Yes / No If yes, please provide details of the allegation(s) against them and the outcome of the proceedings.

FOR ROLES WITH SAFEGUARDING RESPONSIBILITIES

Has the applicant ever been the subject of any child, young person or vulnerable adult protection concerns and if, so please detail the outcome of any enquiry or disciplinary procedure

FOR ROLES WITH SAFEGUARDING RESPONSIBILITIES

Do you have any specific concerns regarding the applicant's suitability to work with children, young people or vulnerable adults?



FOR ROLES WITH SAFEGUARDING RESPONSIBILITIES

**Do you think this person is suitable to work with children, young people or vulnerable adults in cricket?
Please circle:**

Yes / No Please clarify why you have answered this way

Are you satisfied, to the best of your knowledge, that the Applicant is not involved in "extremism" being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas. Please circle:

Yes / No Please give specific reasons if your answer is no

Please include any other details or comments which you feel are applicable to this application

Signature:

Date:

Name: