

Seashell Trust  
Stanley Road Cheadle Hulme Cheadle  
Cheshire SK8 6RQ



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Seashell Trust  
Registered Charity No. 1092655  
Company Limited by Guarantee No. 04216714  
Registered in England and Wales

## VOLUNTEER REFERENCE QUESTIONNAIRE

### PRIVATE & CONFIDENTIAL

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

\_\_\_\_\_

*Please tick inside the brackets where necessary*

1. How long has the applicant been known to you? \_\_\_\_\_
2. In what capacity? (A) Personal ( ) or (B) An employer ( )
3. Please give your personal or professional opinion of the applicant's capabilities to carry out the duties as set out in the enclosed role description or school information:

4. What is your assessment:

|                 | Excellent | Good | Fair | Poor |
|-----------------|-----------|------|------|------|
| Reliability     | ( )       | ( )  | ( )  | ( )  |
| Punctuality     | ( )       | ( )  | ( )  | ( )  |
| Honesty         | ( )       | ( )  | ( )  | ( )  |
| Discreetness    | ( )       | ( )  | ( )  | ( )  |
| Self-Motivation | ( )       | ( )  | ( )  | ( )  |
| Approachability | ( )       | ( )  | ( )  | ( )  |
| Tactfulness     | ( )       | ( )  | ( )  | ( )  |

Please comment on the applicant's attitude towards others:

**Are there any additional comments you wish to make?**

SIGNATURE: \_\_\_\_\_ NAME (Block capitals): \_\_\_\_\_

DATE: \_\_\_\_\_ POSITION (If applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PLEASE STAMP WITH A COMPANY STAMP OR ENCLOSE A COMPLIMENT SLIP IF APPLICABLE.

"This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment."

SS/Reference Questionnaire

SF: 2010



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