

SAFE RECRUITMENT PROCEDURES



RECRUITMENT REFERENCE FORM - CONFIDENTIAL

(This form may be used as a telephone reference or to obtain a written reference)

The following person _____ has expressed an interest in working for [**Rowing Ireland/xx Rowing Club**], and has given your name as a referee.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person?

2. In what capacity have you known this person?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to young people/vulnerable persons. As an organisation committed to the welfare and protection of children, young people and vulnerable persons we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with such people. YES / NO

If you have answered **YES** we will contact you in confidence.

Under data protection legislation, I am aware that this reference may be made available to the applicant, if requested.

Signed: _____ Date: _____

Print Name: _____

Position: _____

Organisation: _____