

**SG04**

**Reference Request**

This form is to be used for ALL workers (voluntary and paid) intending to undertake work for the Church of Scotland.

This reference form will be stored securely by the recruiting congregation, per the privacy statement at the end of this document.

All workers should be fully recruited. The recruitment process involves the applicant completing an SG02 Application Form, the applicant being interviewed, two references being received for the applicant, and the issuing of a completed SG01 Job/Role Description Form to the applicant. If the role involves regulated work, the PVG application process will also form part of the recruitment process and the applicant must not be put into post until clearance has been issued by the Safeguarding Service.

**Section 1: Applicant details**

This section should be completed by the Safeguarding Coordinator or Session Clerk before sending the form to the referee

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| **1.1 Applicant name** |  |
| **1.2 Applicant email address** |  |
| **1.3 Title of the role applicant will be carrying out** |  |
| **1.4a Does this role involve regulated work?** *This information should be detailed in the job/role description issued to the applicant.* | Yes/No |
| **1.4b If yes, is this regulated work with children, with protected adults, or with both children and protected adults?** |  |

**Section 2: Referee details**

This section should be completed by the person giving the reference (the referee)

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| **2.1 Name of referee** |  |
| **2.2 Email address of referee** |  |
| **2.3 Phone/mobile number of referee** |  |
| **2.4 Date on which referee completed this form** |  |
| **2.5 Signature of referee** *(a typed signature is acceptable)* |  |

**Section 3: Reference**

This section should be completed by the person giving the reference (the referee)

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| **3.1 How long have you known the applicant?** *Please note, referees should not be related to the applicant* |  |
| **3.2 In what capacity do you know the applicant (e.g. friend, work colleague)?** |  |

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| **3.3 Please tell us about this applicant’s personal qualities, skills and ability, giving consideration for their responsibility, maturity, motivational ability, self-motivation, commitment, reliability and energy** *(Please continue on a separate sheet if necessary)* |
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| **3.4a Is the answer “Yes” to question 1.4a on this form (“Does this role involve regulated work?”)** | Yes/No |
| *If “no”, please move on to question 3.5* |  |
| If “yes”, you should be aware that the applicant has applied for a post that involves access to children/protected adults. As an organisation committed to the welfare and protection of all persons we come into contact with, we would like to know if you have any reason at all to be concerned about this applicant being involved in activities which involve regular contact with children or protected adults. |  |
| **3.4b Do you have any reason at all to be concerned about this applicant being involved in activities which involve regular contact with children or protected adults?** | Yes/No |
| If you have answered “yes”, this form will be passed on to the Church of Scotland Safeguarding Service, who will contact you separately. |  |

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| **3.5 If you would like to add any further comments about the applicant, please do so here** |
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Thank you for completing this form.

*The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. This congregation, through presbytery, is registered with the Information Commissioner’s Office and strives to comply fully with data protection law. The Information Commissioner’s website provides in-depth information regarding the requirements of the Data Protection Act:* [*https://www.ico.org.uk/*](https://www.ico.org.uk/)

*This congregation is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for the purpose of the* ***administration of the role the applicant has applied for*** *and will only keep the data for as long as required for that purpose.  The full Privacy Notice for our congregation is available on our website. Please ask for details from your Safeguarding Coordinator.*

*Should you have any questions concerning the use of the information you provide to us please contact the Safeguarding Coordinator for the relevant congregation.*