

## Volunteer Reference Form



<b>GROUP NAME</b>	Ravelrig
<b>CHARITY NUMBER</b>	SC 028670
<b>CONTACT NAME</b>	Elaine Jefferies
<b>ADDRESS</b>	21 Ravelrig Gait, Balerno EH14 7NH
<b>EMAIL</b>	volunteering@ravelrig-rda.org.uk
<b>TELEPHONE</b>	0131 449 7994
<b>WEB ADDRESS</b>	www.ravelrig-rda.org.uk

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

Please return this document in the SAE provided.

Alternatively, scan it and email it back to us at [volunteering@ravelrig-rda.org.uk](mailto:volunteering@ravelrig-rda.org.uk) Thank You!

	_____ has expressed an interest in being a volunteer at Ravelrig RDA and has given your name as a reference.
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<b>1</b>	<b>How long have you known this person?</b>				
<b>2</b>	<b>In what capacity?</b>				
<b>3</b>	<b>What attributes does this person have that would make them a suitable volunteer?</b>				
<b>4</b>	<b>Please rate this person on the following:</b>	<b>Poor</b>	<b>Good</b>	<b>Excellent</b>	<b>Not Known</b>
	• Responsibility				
	• Maturity				
	• Communication skills				
	• Self-motivation				
	• Ability to motivate others				
	• Trustworthiness				
	• Reliability				
	• Coaching Ability				
	• Administration Ability				
<b>5</b>	<b>Is there anything else you feel we should know?</b>				
<b>6</b>	<b>Print Name</b>				
	<b>Signed</b>				
	<b>Date</b>				