As part of the safer recruitment process, (see the safer recruitment policy), two references are required for each role.

The following reference form must be completed for the individual who has applied for the role noted below with their Scottish Swimming Club.

**Referees**

Referees should not be related to you, and you should have known them for a minimum of two years. Referees should also not be married or related to each other, as that would not fully constitute two separate referees.

**Reference 1**

**Volunteer Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | **Club** |  |
| **Role in the Club i.e. coach, team manager etc** | |  | | |

(The role noted on this form should match the role on your PVG form (if required))

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Referee 1** | | | | | | | | |
| **First Name** |  |  |  | | | **Surname** | |  |
| **Address**  **Postcode** | |  | |  | | |  | |
| **Telephone** |  | **Day:** | | | **Mobile:** | | | |
| **Email Address** |  |  | |  | | |  | |

This role involves access to children and young people. As an organisation committed to the wellbeing and protection of children and young people, we would be interested to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

|  |  |
| --- | --- |
| Yes | If yes, please explain why |
| No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | How long have you known this person? |  | | | |
| **2.** | In what capacity do you know this person? |  | | | |
| **3** | What personal qualities does this person have that would make them suited to work with children & young people? |  | | | |
| **4.** | Please rate this person’s performance in the following areas: ranging from poor to excellent? (Please tick) | | | | |
|  | **Poor** | **Satisfactory** | **Good** | **Excellent** |
| **Responsibility** |  |  |  |  |
| **Maturity** |  |  |  |  |
| **Motivation** |  |  |  |  |
| **Level of Initiative** |  |  |  |  |
| **Adaptability** |  |  |  |  |
| **Trustworthiness** |  |  |  |  |
| **Reliability** |  |  |  |  |
| **Ability to work in a team** |  |  |  |  |
| **5.** | What strengths does this person have that would enable them to do well in this position? |  | | | |
| **6.** | Any other comments? |  | | | |

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to your clubs Wellbeing & Protection Officer who may follow up with the references provided.**

As part of the safer recruitment process, (see the safer recruitment policy), two references are required for each role.

The following reference form must be completed for the individual who has applied for the role noted below with their Scottish Swimming Club.

**Referees**

Referees should not be related to you, and you should have known them for a minimum of two years. Referees should also not be married or related to each other, as that would not fully constitute two separate referees.

**Reference 2**

**Volunteer Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | **Club** |  |
| **Role in the Club i.e. coach, team manager etc** | |  | | |

(The role noted on this form should match the role on your PVG form (if required))

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Referee 2** | | | | | | | | |
| **First Name** |  |  |  | | | **Surname** | |  |
| **Address**  **Postcode** | |  | |  | | |  | |
| **Telephone** |  | **Day:** | | | **Mobile:** | | | |
| **Email Address** |  |  | |  | | |  | |

This role involves access to children and young people. As an organisation committed to the wellbeing and protection of children and young people, we would be interested to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

|  |  |
| --- | --- |
| Yes | If yes, please explain why |
| No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | How long have you known this person? |  | | | |
| **2.** | In what capacity do you know this person? |  | | | |
| **3** | What personal qualities does this person have that would make them suited to work with children & young people? |  | | | |
| **4.** | Please rate this person’s performance in the following areas: ranging from poor to excellent? (Please tick) | | | | |
|  | **Poor** | **Satisfactory** | **Good** | **Excellent** |
| **Responsibility** |  |  |  |  |
| **Maturity** |  |  |  |  |
| **Motivation** |  |  |  |  |
| **Level of Initiative** |  |  |  |  |
| **Adaptability** |  |  |  |  |
| **Trustworthiness** |  |  |  |  |
| **Reliability** |  |  |  |  |
| **Ability to work in a team** |  |  |  |  |
| **5.** | What strengths does this person have that would enable them to do well in this position? |  | | | |
| **6.** | Any other comments? |  | | | |

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to your clubs Wellbeing & Protection Officer who may follow up with the references provided.**