



## DIVINE TELEVISION FOUNDATION LTD

Tel: 01843 586 904

Charity Number: 1154874

Email: [info@divineuk.org](mailto:info@divineuk.org) Website: [www.divineuk.org](http://www.divineuk.org)

# Reference request

<Address of referee>

Dear <Name>,

**RE: Reference request for: <Name>**,

The above named person has nominated you to provide a reference for them. I am enclosing a role description for the post and look forward to receiving your views on the person's suitability for this position. Please complete the attached form as honestly and accurately as you can to the best of your knowledge of this person. On receipt of the enclosed form from you, I may contact you by telephone to discuss the reference.

Yours sincerely,

<Name>,

<Position>,

Please return this form to: *Divine Retreat Centre, St Augustines Abbey, St Augustines Road, Ramsgate, CT11 9PA. or Email [Divinekent@gmail.com](mailto:Divinekent@gmail.com)*





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## Reference request

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The role that this candidate has applied for involves contact with and responsibilities towards children and / or adults at risk.

Please answer all questions honestly and accurately to the best of your knowledge.

### A. To be completed by Divine Television Foundation Ltd:

Applicant name	<Name>
Applicant Job Title:	<Position>

### B. To be completed by referees:

Name	
Telephone number	
Email	
Address	
How long have you known the applicant and how well do you know the applicant?	
What is your relationship	

### c. Information about the applicant – please comment on your experience of the applicant (if you do not know, please state not known):

Reliability	
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<b>Integrity</b>	
<b>Ability to assume responsibility</b>	
<b>Ability to get on well with others and manage conflict</b>	
<b>Ability to learn quickly</b>	
<b>Enthusiasm and commitment</b>	
<b>Ability to work on their own and as part of a team</b>	
<b>Ability to follow instructions</b>	
<b>Is there anything else you would like to add about this applicant/do you have any other information you feel would be relevant to us in relation to suitability for this role?</b>	

### **D. Statement of truth and signature:**

<b>Statement of truth &amp; Signature</b>	<b>I certify that the information that I provide in this reference is true, to the best of my knowledge:</b>
<b>Date Reference Completed</b>	

