**Volunteer Reference Check**

**Volunteer Applicants name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Reference Check:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NAME) is applying as a volunteer with \_\_\_\_\_\_\_\_\_\_\_ (ORGANISATION).

They have provided you as a reference and I would appreciate if you could answer the following questions regarding the applicant’s suitability as a volunteer.

**1) How long have you known the applicant and in what capacity?**

**2) How would you describe the applicant’s ability to get along with others?**

**3) What are the applicant’s primary positive skills or qualities?**

**4) What areas could they improve on?**

**5) The volunteer role they are being considered for is with the Youghal Social Café. Do you think the applicant would be good at this of work and Why?**

**6) Please evaluate the applicant in the following areas using the scale where - 1 = Poor and 5 = Excellent:**

a. Reliability 1 2 3 4 5 b. Flexibility 1 2 3 4 5 c. Time Management 1 2 3 4 5 d. Communication Skills 1 2 3 4 5 e. Responsibility 1 2 3 4 5

**7) Is there anything else you would like to tell us about the applicant that may be of benefit to us?**

I conﬁrm that the details I have provided are accurate to the best of my knowledge.

**Referees Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**