|  |  |  |  |
| --- | --- | --- | --- |
| Name of applicant  |  | Tel number of referee |  |
| Name of referee |  | Date of verification call |  |
| Length of time known to applicant & capacity  |  | Recruiting Manager |  |

*“I’m calling to thank you for providing a reference for (applicant name) for the post of Residential Child Care Worker. As part of our Safer Recruitment Policy, it is standard practice for the recruiting manager to verify all references we receive by contacting them by ‘phone. This gives us the opportunity to confirm the reference is legitimate and also provides you with the chance to tell us anything you didn’t feel comfortable to write on the form.*

**Is there anything you would like to add to the reference you provided?**

|  |
| --- |
|  |

**Do you have any concerns about the applicant working with vulnerable children?**

|  |
| --- |
|  |

If there are any areas or comments on the reference that seem vague, ask for further clarification and detail and log any comments here:

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name  |  | Role |  | Signature  |  | Date  |  |