



CATHOLIC SYRO-MALABAR EPARCHY OF GREAT BRITAIN

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Registered Charity Number: 1173537

(CSMEGB/FORM-002)

Reference Request Form

Address of referee:

Dear:

RE: Reference request for:

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

Please return this form to:

E-MAIL ID: recruitment@csmegb.org.

Reference request

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 the Catholic Syro-Malabar Eparchy of Great Britain:

Applicant name	
Parish/Mission Centre/Proposed Mission	

Centre	
Applicant Job Title:	

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	
Integrity	
Ability to assume responsibility	
Ability to get on well with others and manage conflict	
Ability to learn quickly	
Enthusiasm and commitment	
Ability to work on their own and as part of a team	
Ability to follow instructions	

<p>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?</p>	
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D. Statement of truth and signature:

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