



## Appendix 16

### Third Part Reference Form

STRICTLY CONFIDENTIAL

**This form should be returned only to the person who requested it's completion.**

The following person:

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has expressed an interest in working in Sligo Tennis Club

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

Signed \_\_\_\_\_ Print

Name \_\_\_\_\_

**For Sligo Tennis Club**

Date \_\_\_\_\_

**1. How long have you know this person?**

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**2. In what capacity?**

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**3. What attributes does this person have that would make them suited to this work?**

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**4. Please rate this person on the following – please tick one box for each statement:**

	Poor	Average	Good	Very Good	Excellent
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES

NO

If you have answered **YES** we will contact you in confidence.

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

**Print Name:** \_\_\_\_\_

Position: \_\_\_\_\_ Organisation: \_\_\_\_\_

Contact details