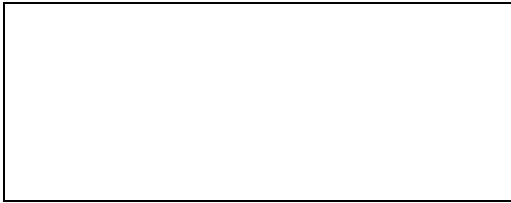


# Request for reference for prospective children and young people workers

*Meadow Way Chapel, Hellesdon, Norwich*

Date: 21 May 2009



Church Name: Meadow Way Chapel, Hellesdon, Norwich

Church group(s): .....

Sender's Name and address:

Sender's phone number

Dear

**Name of Applicant:** .....

The above named person has applied for a position of leadership within our church, and has given your name as a referee.

As I am sure you are aware, before we can accept anyone to work with our children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible

A copy of the job description has been enclosed for your information.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning the convictions which would otherwise be considered "spent" in relation to this applicant's suitability. Any such information will be kept in strict confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact myself. May I take this opportunity for thanking you for your help in this matter.

With warmest Christian greetings,

Yours sincerely,

George Herbert (child protection co-ordinator)

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NV

Church phone number: 01603 484784

Church web site: <http://www.meadow-way.org.uk>