



Archdiocese of Regina

REFERENCE LETTER FORM

Throughout the province, volunteer organizations and churches are asking their volunteers to provide references. This is done to assure the safety of children, the elderly, vulnerable adults and the volunteers themselves. The information on this form stays in a confidential file in our parish and is not shared with any outside organization or institution.

_____, is interested in volunteering at
(Applicant's name)

_____ Parish.
(Parish name)

This person has been asked to provide references, and has provided us with your contact information.

The ministry position which the applicant is considering is:

Position Summary

Title:

Responsibilities:

[Enter specific details regarding the ministry position]

We wish to receive current, accurate information about this person. The information you provide will be an important tool in our decision-making process. Please base your assessment of this person on your experience of being with and working with them. We expect that this will take about 10 to 20 minutes of your time.

Reference's Name (please print); _____

1) What is your relationship to the person indicated above? How long have you known this person?

2) How would you describe his or her skills and suitability for this ministry position?

3) Would you recommend this person for this ministry position? Yes No

Comments:

Reference's signature _____ Date: _____

We sincerely thank you for your time.

Please return this form to the person/address listed below.

Parish Volunteer Screening Coordinator: _____

Parish: _____

Address: _____