

## Volunteer Reference Request Form

as at July 2018

All information provided on this form will be treated in the strictest of confidence

Volunteer's name
Volunteer role(s)
Referee's name

1. How long have you known the applicant?
2. In what capacity do you know the applicant?
3. What experience do you think the applicant could bring to their role as a volunteer with Age Cymru?
4. Below is a list of skills and qualities we require from volunteers. Please indicate how you would rate the applicant on each of these:

	Excellent				Poor
Trustworthy	5	4	3	2	1
Courteous	5	4	3	2	1
Reliable	5	4	3	2	1
Responsible	5	4	3	2	1
Empathic	5	4	3	2	1
Flexible Approach	5	4	3	2	1
Communication skills	5	4	3	2	1
Listening skills	5	4	3	2	1
Commitment to adhere to rules and procedures	5	4	3	2	1

6. If you have scored the applicant below 3, or you have been unable to score them, on any of the above please provide further information about why.

7. Please comment on the applicant's suitability and character for this volunteering opportunity.

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

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

All information provided on this form will be treated with the strictest confidence. However, under the Data Protection Act 2018, this information may be shared with the volunteer.

GDPR Statement:

*We'd like to keep you informed about our vital work. Please tick or circle the areas you're interested in: Arts [ ] Campaigns [ ] Events [ ] Fundraising [ ] Information and Advice [ ] Policy/Public Affairs [ ] Physical Activity [ ] Volunteering [ ]*

*Would you like to hear from us, please tick or circle - by post [ ] email [ ] telephone [ ] all [ ]*

*You can unsubscribe at any time. Call 029 2043 1555 email [unsubscribe@agecymru.org.uk](mailto:unsubscribe@agecymru.org.uk) or tick / circle this box [ ]*

*Your details will be kept on a secure database and we will not share your details with any organisations unless required by law.*

*Hoffem eich diweddarau am ein gwaith hanfodol. Ticiwch neu rhowch gylch yn y meysydd sydd o ddiddordeb i chi: Celfyddydau [ ] Ymgyrchoedd [ ] Digwyddiadau [ ] Codi Arian [ ] Gwybodaeth a Chyngor [ ] Polisi/Materion Cyhoeddus [ ] Ymarfer Corff [ ] Gwirfoddoli [ ]*

*A hoffech i ni gysylltu â chi, ticiwch neu rhowch gylch – drwy'r post [ ] e-bost [ ] ffôn [ ] pob un [ ]*

*Gallwch ddad-danysgrifio ar unrhyw adeg. Ffoniwch 029 2043 1555 e-bostiwch [unsubscribe@agecymru.org.uk](mailto:unsubscribe@agecymru.org.uk) neu ticiwch / cylchwch y blwch hwn [ ]*

*Cedwir eich manylion ar gronfa ddata ddiogel ac ni fyddwn yn rhannu'ch manylion ag unrhyw sefydliad arall oni bai y bydd angen cyfreithiol i wneud hynny.*