

THE SCOTTISH VOLLEYBALL ASSOCIATION'S STANDARD REFERENCE LETTER INCORPORATING REFERENCE FOR WORKING WITH CHILDREN

Dear

Name

has applied for the position of

at the Scottish Volleyball Association and

has given your name as a referee. A copy of the relevant job description is enclosed for your information.

I should be grateful if you would confirm how long you have known

and in what capacity. It would also be helpful if you could give your opinion of the applicant's

ability, personality and suitability for the post for which (s)he has applied, together

with any other general information that you feel is relevant to this application.

The post may involve access to children and as an organisation committed to the welfare and protection of children, I should be grateful if you would also complete the attached document and return this to me with your reply.

Your comments will of course be treated in the strictest confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and I look forward to hearing from you.

Yours sincerely