

**Ministry of Education, Heritage and Arts**

**Volunteer Reference**

**Name of Proposed Volunteer (Candidate):..............................………………………………………………………………….**

**Name of Referee:........................................................................................................**

You must not give a reference for a partner, relative or member of the same household.

**Proposed Role:**

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| *Give a brief description of the role, including whether the person will be working with children or not.* |

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| Questions which must be answered: *eg: all, or just questions 1-8 where not working with children and not going to a remote location* |

1. How do you know the candidate, and how long have you known them for?

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1. If this was an employer/employee or Volunteer relationship, can you verify the candidate's employment, job title, and responsibilities while working or Volunteering for you/your organisation?

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1. If this was an employer/employee or Volunteer relationship, how did the relationship end?

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1. What makes the candidate a good fit for this Volunteer role?

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1. In your experience is this person trustworthy and reliable? Please explain why they are or are not?

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1. To be best of your knowledge, does the candidate have a criminal history in any country or has been accused or found guilty of professional misconduct?

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1. Do you know whether this person has had any financial difficulties, or history of drug or alcohol abuse?

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1. If this was an employer/employee or Volunteer relationship, would you re-engage this candidate?

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**Where a candidate will be working in a School (Please advise Referees whether these questions must be answered)**

9. Can you tell me about the candidate’s work with children? Have you directly observed this work?

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10. Do you have any concerns about the candidate’s suitability to work with children or with [[1]](#footnote-0)vulnerable children, either supervised or unsupervised? If so, please explain.

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11. Have any complaints been made about the applicant in connect with working or having contact with children? If so, please explain.

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**Where the candidate is going to a remote location (Please advise Referees whether this question must be answered)**

12. The candidate will be working in a small, remote community with traditional values. The candidate will work under little supervision. Their conduct will be highly visible, and any missteps may have serious repercussions for the continuation of future volunteer programs, cause diplomatic issues, as well as place them and others in physical danger. Do you have any concerns about this individual undertaking a role in this context?

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13. Do you consider the candidate to be sufficiently resourceful and emotionally and mentally resilient to undertake a posting in a remote location to a small, isolated community with traditional values, where resources and communication may be limited?

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14. Are you aware of anything about the candidate which may make them unsuitable for a role in a small, remote community with traditional values?

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**Signed:............................................................................**

**Date:.....................................**

**Vinaka. Thank you for your time.**

1. A vulnerable child is one with special needs, caring for parents, under the age of eight, one who is being bullied, has been involved in crime, is on probation, or is living in poverty. [↑](#footnote-ref-0)