

CONFIDENTIAL REFERENCE FORM

(This form can be used as a telephone reference or used as a written reference)

The following person: _____ (**list name**) has expressed an interest in working with Horse Sport Ireland (Affiliate) as: _____ (**list position**).

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate’s suitability for the post, if they are offered the position. We appreciate you being extremely candid, open and honest in your evaluation.

How long have you known this person? _____

In what capacity do you know this person?

What attributes does this person have that would make them suited to this work?

Please rate this person on the following (tick one box for each statement)

| | Poor | Average | Good | Very Good | Excellent |
|----------------------------|------|---------|------|-----------|-----------|
| Responsibility | | | | | |
| Maturity | | | | | |
| Self-motivation | | | | | |
| Can motivate others | | | | | |
| Energy | | | | | |
| Trustworthiness | | | | | |
| Reliability | | | | | |

This post may involve substantial access to young people. In HSI we are committed to the welfare and protection of young people. Would you have any reason at all to be concerned about this applicant being in contact with children and young people? *(Please tick)*

Yes: _____

No: _____

In Northern Ireland have you referred this individual to the Disclosure & Barring Service list for barring?

Yes: _____

No: _____

(If you answer “Yes”, we will contact you in confidence)

Signed: _____

Print Name: _____

Date: _____

Position in Organisation: _____

Name of Club/Organisation: _____