



SOULACTION

wholeHEART wholeLIFE wholeWORLD



Confidential

Personal/Work reference form

Applicants please complete the following information before giving this form to your referee:

Name of Applicant: _____ Reference No. (if known): _____
Applicant's Postcode: _____ Programme: Soul Action

Dear Referee,

The person who has given you this form has applied to join a Soul Action team.

We want the person to get the best possible experience from their time on the programme and to make sure that happens we need to know as much as possible about them. Please try to be as honest as possible. We hardly ever reject applicants, but if you think that you cannot give them an honest reference then please give this form back to the person concerned as soon as possible.

For your information:

Tearfund has been sending people on teams in the UK and overseas for many years, giving them the opportunity to work alongside local Christians in development projects. Each team is for either 2, 4 or 6 weeks or four months and their placements are usually in developing world countries. Their work is challenging and may involve building, maintenance and helping at children's projects as well as getting involved in outreach. They stay in basic accommodation at the projects and they pay for their food, accommodation and travel.

Your name: _____ Your contact address: _____

Postcode: _____

Phone no: _____ Church: _____ Denomination: _____

How well do you know the applicant? Very Well Quite Well Not Well Hardly

In what capacity: _____

Please tick the boxes which most accurately describe the applicant's character:

	Mostly	Tends to	In Between	Tends to	Mostly	
Flighty and Immature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mature and stable
Selfish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compassionate and caring
Irresponsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handles responsibility well
Needs comfort & routine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copes with stress & discomfort
Has no initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Takes initiative
Unconcerned for poor people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deeply concerned for poor people
Shy and ill at ease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Makes friends easily
Racist & prejudiced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open to different cultures
Acts contrary to advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows good advice
Aggressive to authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Responds well to authority
Poor team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excellent in a team
Poor with those who aren't coping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sensitive and in touch with those under stress

Does the applicant have major difficulty relating to:

Parents Yes Don't Know No

Other races Yes Don't Know No

Peers Yes Don't Know No

Other sex Yes Don't Know No

Authority Yes Don't Know No

If yes, please give details:

Can you identify any particular contribution the applicant would make to this team?

Can you identify anything about the applicant that would be disadvantageous on a team?

As far as you know is the applicant's health up to taking part in a team?

No Problem Slight Concern Problem Don't Know

If there is a concern or problem, please explain:

To your knowledge, has the applicant ever had a nervous disorder? Yes No

If yes, how does this affect the applicant now?

Please comment on the applicant's contribution to your organisation:

Is the applicant in good standing with their colleagues/peers?

Would you recommend this applicant for selection on a team for several weeks or months in a potentially remote area of a developing country? Yes No

Is there anything else in the background of the applicant which you feel we should be aware of?

Signed _____ Date _____

You should note that in the event of a Subject Access Request being received under s7, Data Protection Act 1998, from the individual referred to in the reference, Tearfund will provide the information in the reference to the individual concerned in accordance with the Data Protection Good Practice Note issued by the Information Commissioner's Office.

Thank you for taking the time to complete this reference.

Please return it to: Transform, Tearfund, 100 Church Road, Teddington, Middlesex, TW11 8QE.

Registered charity no: 265464

Tel: 020 8943 7777