

Reference Form Email Template

The **Volunteering Together 4 Health** service is delivered by a partnership team of volunteering experts across the 5 boroughs of North Central London. Whether looking for volunteering advice and guidance at a system wider or local level, you will find dedicated and expert support.

Dear [Referee Name],

[Applicant Name] has applied to join us as a volunteer in the role of **[Insert Role Name]** and has shared your details as a referee.

In our health partnership, we are committed to providing a positive and inclusive experience for every volunteer. Our work is guided by the **Core20PLUS5** approach, which means we focus on reducing health inequalities in our most deprived communities and for groups who often face barriers to care. This volunteer role is a vital part of making health services more accessible for everyone.

You can find a full description of the role here: **[Link to Role Description/Attach RD]**.

Could you please take a few minutes to complete the attached form to share your thoughts on their suitability for this position? We value your feedback in helping us ensure we have a diverse and capable team supporting our health goals.

If you have any questions about the role, please feel free to get in touch.

Thank you for your time and support.

Best regards,

[Your Name] ([Your Pronouns]) [Your Job Title] [Organisation Name] [Phone Number]
[Website]

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Thank you for taking the time to provide a reference. The person named below is interested in volunteering with us. Your feedback helps us ensure a positive experience for both the volunteer and the people they will support.

1. Personal Details

Name of the person applying _____

The volunteer role they are interested in _____

Your Name _____

Your Contact Details
(Email/Phone) _____

2. Your Connection

How do you know this person?
(e.g. were you their manager, a teacher, or a friend?) _____

How long have you known them? _____

3. About the Person

What are this person's best qualities? Please comment on their ability to carry out the volunteer role.

Is there anything they might find challenging in a busy health setting or when working in a team? Do they have any access or support requirements?

How would you describe their ability to communicate and get along with others?

Do you feel this person is empathetic and patient when supporting people who may have diverse or complex needs?

4. Safeguarding

Is the person suitable to work with children or vulnerable adults, if necessary? If they are not, please explain below, otherwise leave blank:

5. Anything Else?

Please add anything else you think we should know:

Declaration I confirm that the information I've shared is accurate to the best of my knowledge.

Signature: _____

Date: _____

Thank you for completing this form

For further support contact your local volunteering experts:

Bridge Renewal Trust (Haringey)

CBPlus (Barnet)

Enfield Voluntary Action

Haringey Community Collaborative (Public Voice)

London Plus (Lead Partner)

Voluntary Action Islington

Volunteer Centre Camden (Operational Lead)

Volunteering Barnet (Groundwork London)

