



CONFIDENTIAL REFERENCE

To be completed by an experienced adult who has known you for at least 5 years and is not a relative

1. Applicants Name:

To the Applicant:

Please complete section 1 with your name and then give it to the referee for the remaining sections to be completed.

To the Referee:

New Beginnings Charitable Foundation is a Christian based charity which has a strong focus on biblical teaching who seek to provide the resources to allow the development and maintenance of secure housing, educational and medical facilities for underprivileged and orphaned children in Uganda. Over 170 children have found a home and family at New Beginnings, where they are educated, taught valuable life lessons in how to live and be part of a family unit. The children are taught trades such as farming, building, basket weaving, textiles and needlecraft to equip them with the necessary skills to earn a living as independent adults.

Teams travel to Uganda each year with New Beginnings Charitable Foundation carrying out tasks such as practical work, kids clubs, craft, teaching, Bible work etc.

The above applicant has given your name as a referee, please complete sections 2 – 5 of the reference form.

When completing this reference form please take into consideration that the individual will be travelling to Uganda and will be working with children who came from extreme poverty and have very different lifestyles. The different culture and backdrop of poverty can be challenging.

The applicant's application form will not be considered until your reference has been completed and returned to the address below. **The closing date for references is 15th December 2017.**

New Beginnings Charitable Foundation
6 Newcastle Street
Kilkeel
BT34 4AF

Email: newbeginningscharity@hotmail.co.uk

2. CONFIDENTIAL REFERENCE

Applicant's Name:

Referee Name:

Occupation:

Referee Address:

Postcode:

Tel:

Mobile:

Email:

In what capacity do you know this person?

For how long have you known them?

Are you related to this person?

Yes / No

3. CHARACTER REFERENCE

Please review the characteristics below and assess accordingly to the applicant. If you wish to make further comments please do so.

1 = Always 2 = Often 3 = Sometimes 4 = Infrequently 5 = Never 6 = Unsure

Good team interaction –

Dynamic in different situations –

Able to be pushed outside their comfort zone –

Hardworking –

Patient –

Able to manage frustration –

Prepared to follow instructions –

Respect for different cultures –

Do you know any reason why this person should not be part of an overseas trip? Yes / No

If yes, please give details:

Do you know of any reason why this person should not be permitted to work with children? Yes / No

If yes, please give details:

Is there any other relevant information a team leader should know?

4. DATA PROTECTION

In accordance with UK Data Protection Act 1998, the information given in the reference form will not be kept for longer than is necessary. The information contained will only be used for the recruitment process of the candidate's application. If the applicant is selected the form will be kept with his/her personal information on file. If they are not selected the information will be deleted.

5. CONFIDENTIALITY WAIVER

Under this same act the applicant has the right to see their references with the permission of the author. Would you be willing for the information of this reference to be disclosed to the applicant if asked?

Yes / No

Signature:

Print Name:

Date: