**Reference Request Email Template**

Dear

[Insert name] has applied to [name of parish] for employment in the position of [insert job title] and has given us permission to write to you for a reference.

We would be grateful if you would assist us in assessing [insert name]’s suitability for the above post by kindly providing the following details and responding at your earliest convenience.

Please outline and confirm:

* Start and end dates of employment;
* Job title and key responsibilities;
* The reasons for leaving your employment;
* Whether you would be willing to re-employ, and, if not, why not?
* Skills, achievements, and attributes in the following areas: [insert specific questions based on the person specification for the role]; **OR** Skills, achievements and attributes in relation to the attached job description.
* Any other details or comments you feel are applicable to this application.

If your organisation’s policies do not allow you to complete the reference request in this format, please could you supply a reference in your standard format.

Please note your reply will be treated in the strictest confidence.

Thank you in anticipation of your assistance.

Yours sincerely

NAME

JOB TITLE/ROLE

[on behalf of the PCC]