### Confidential CISV Reference Form

In accordance with CISV Safeguarding Policy and procedures, two written references are required for applicants for a Staff/Leader/ Junior Counsellor role in any Chapter/National/International camp-based programmes of more than three (3) days.

Reference for other roles, such as Host Families, general overnight volunteers, babysitters, kitchen staff, First Aiders and On-Call Mental Health support can either be obtained in writing or verbally, as long as the questions within the standardized form have been asked, as a minimum, and a written record is kept of the questions asked and answers given. This record should be signed and dated by the person gathering the reference.

These references should be provided by individuals who are either:

* A current or recent employer
* Leaders in other voluntary organisations
* A local community representative in positions of trust and responsibility.
* One of the references but not both can be from a CISV volunteer in a leadership position (such as a risk manager or camp director), or a board or executive member.

Exceptions exist for Junior Counsellors (refer to section [9. Additional steps](#_Additional_steps_when) in the CISV Safeguarding Policy for further information).

The referees must have known the applicant for a minimum of 1 year. They must not be family members. Ideally, at least one of the references should demonstrate the applicant’s previous experience working or volunteering with children.

Written references can be directly requested by the applicant from the referee using the CISV Reference Form and then submitted to the recruiter by the referee. References in the form of ‘to whom it may concern’ should not be accepted.

**Applicant to Complete**

1. **Programme Information:**

|  |  |  |
| --- | --- | --- |
| Programme Applying for (include date) | Position Applying for  | Location of Programme |
|  |  |  |

1. **Applicant’s Information:**

|  |  |
| --- | --- |
| Preferred Gender Pronouns |  |
| Given name |  |
| Surname |  |
| Previous Names (given and surname) if applicable |   |
| Number and Street |  |
| Town / City |  |
| Area / State / Province |  |
| Country |  |
| Post / Zip Code  |  |
| Telephone  | country code | area code | number |
| + |  |  |
| Email |  |

1. Information shared with referee:

|  |  |  |
| --- | --- | --- |
| I have provided the referee with information about the CISV programme and position, including a description describing the duties relative to the role.  | No◻ | Yes ◻ |

Referee to Complete

**Dear Referee**,
The person named above has applied for a volunteer position in a CISV activity with children. The applicant will having regular contact with children and will have specific responsibilities regarding the care and/or supervision of children. The children may be from different nations and cultural traditions. Therefore, the applicant must be suitable and safe to work with children and culturally sensitive.

The applicant should have provided you with information about the CISV programme and position they are applying to, so that you can gain a better understanding of what the position entails.

Certain conditions or tendencies could make someone unsuitable for a volunteer role with CISV with children. This includes individuals with a history of any of the following, unless there is clear evidence of long-standing recovery or reform:

* Alcohol / drug abuse
* Dishonesty
* Prejudice or intolerance
* Violence
* Serious criminal offences, including but not limited to murder, sexual offences, offences involving intentional wounding or grievous bodily harm by an adult, indecency offences, kidnapping, offences related to child abuse or neglect, fraud or financial misconduct.

Any information you provide will be treated in the strictest confidence by the recruiting CISV Chapter/National Association and managed in accordance with relevant data protection legislation.

1. Reference details:

|  |  |
| --- | --- |
| Preferred Gender Pronouns |  |
| Given name |  |
| Surname |  |
| Number and Street |  |
| Town / City |  |
| Area / State / Province |  |
| Country |  |
| Post / Zip Code  |  |
| Telephone  | country code | area code | number |
| + |  |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| Are you providing this reference in your capacity as a volunteer in CISV? | No◻ | Yes ◻ |

1. Relationship to applicant:

You must have known the applicant for a minimum of 1 year. You must not be a family member.

|  |  |  |
| --- | --- | --- |
| Reference has known the Applicant for: |  | Years |
| Reference sees / communicates with the applicant (tick appropriate box): | Often◻ | Sometimes◻ | Seldom◻ |

|  |
| --- |
| Reference’s relationship with applicant (tick all box(es) that apply):  |
| Current employer  | ◻ | CISV volunteer in a leadership position or a board or executive member | ◻ |
| Recent employer  | ◻ | Local community representative in a position of trust and responsibility | ◻ |
| Leader in another voluntary organisation  | ◻ |
| Other (please specify):  |
|  |

1. Complete reference form should be sent to:

|  |  |
| --- | --- |
| Given name  |  |
| Surname  |  |
| CISV Email Address  |  |

|  |
| --- |
| In my opinion, CISV **would / would not** (delete as appropriate) benefit by having this applicant in this role. Please explain your answer: |
|  |
| To the best of my knowledge **this person is / is not suitable** (delete as appropriate) to be volunteering in a role with children? Please explain your answer:  |
|  |
| Overall opinion of the person, including reference to any special skills, abilities, and cultural sensitivity?  |
|  |

1. Declaration:

To the best of my knowledge, the information I have provided about the applicant is true, accurate and complete. I am not aware of past/present behaviour by the applicant that would disqualify the applicant from working with children, acting as an appropriate role model, or functioning in a position of trust and responsibility with CISV.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference’s signature |  |  | (day / month / year) |
|  |  |  |