



Name  
Address

Dear,

**EMPLOYMENT REFERENCE: FORENAME AND SURNAME**

I should be grateful if you could give me a personal reference for the above named who has applied for a job with \_\_\_\_\_ Church as \_\_\_\_\_

If you wish, please just complete the details below and return it in the envelope supplied.

**How long have you known him/her?**

**In what capacity: friend/professional capacity/work colleague?**

**Please tell me your views about their suitability for working with us:**

Thank you for your help. A stamped addressed envelope is included for your convenience.

Yours sincerely.

**Name**

**Job Title**

