

**THIS REFERENCE MUST BE COMPLETED BY A PREVIOUS OR CURRENT LINE MANAGER OR PROFESSIONAL WHO HAS A SUPERVISORY ROLE FOR THE APPLICANT.**

**REFERENCES COMPLETED BY FRIENDS OR FAMILY MEMBERS WILL NOT BE ACCEPTED.**

**Reference**

Name of Applicant reference is for:..............................................................................................

The Applicant, supported by the organisation, has applied for a grant from The Willats Trust to support them in their specified role. The Applicant has requested that you act as their referee and provide a reference in support of the application. Please contact the Applicant or the organisation supporting their application should you require more details of the role the Applicant has been appointed to fulfil.

Please give us your candid assessment and opinion of the Applicant by responding to the questions below. The Willats Trust is not looking for perfection in the people it supports, so please be straightforward in your assessment. The Trustees attach the greatest importance to the references given for applicants and warmly thank you in advance for your honest remarks, which will help the Trustees as they prayerfully seek to discern God’s will when considering grant applications.

When establishing his Trust, Mr. Willats’ intention was that the people who would be appointed to receive support from the Charity would serve “the poorest and lowest, classes of society” and “read and explain to them the Holy Scriptures, sermons and other good books; pray with them, or read prayers to them and generally impart to them religious instruction, advice and consolation". In essence, through the appointment of what Mr. Willats called ‘Guides’, he sought to bring the Good News of the Gospel to communities with little to no experience of or interaction with the Christian faith. With this in mind, please answer the following questions and feel free to add any additional comments or remarks which you feel may be relevant to this application to the Charity.

**You have been named as someone who can provide a reference for the Applicant for a grant from The Willats Trust. If you are unable or unwilling to act as the Applicant’s referee, please notify both the Applicant and the supporting organisation. Please do not hesitate to contact the Willats Trust should you have any questions. It is important that you provide us with as much detail as you can for each question, and that your reference is submitted on time to the Applicant by 31st January or 31st July.**

# Referee

## Personal details of Referee

Full Name:

Telephone Number:

Email Address:

Current Job Title or Role:

Relationship to the Grant Applicant:

**Reference**

1. How long have you known the Applicant?
2. When did you work with the Applicant (month and year) and for what period of time?
3. What do you consider to be the Applicant’s greatest strengths and serving skills?
4. Where are the areas in which the Applicant could grow and improve in terms of their skills and abilities?
5. From your personal knowledge, how do you assess the Applicant’s character and Christian faith? Please give **two examples** relating to the Applicant’s honesty, integrity and ethics.
6. Do you know of anything, which, in your opinion, disqualifies the Applicant for the role for which their organisation hopes that they will fulfil?
7. Is there anything that has not been asked here that might be important for the Trustees to know as the Charity seeks to consider the Applicant for a grant?
8. Please indicate the strength of your overall endorsement of the Applicant for support by The Willats Trust.

**Acknowledgement and Signature**

**I, the Referee, conﬁrm that the information given on these pages is accurate to the best of my knowledge and understand that the Charity may reject an application or cancel a grant if it discovers that any information given has been falsiﬁed or is inaccurate.**

**Referee Signature:** ............................................................................................................................

**Date:** ............................................................................................................................