

FORM 1.1A (4) – Character and Personal Reference Request

Dear _____ (insert name),

Your name has been given to us by _____ (insert applicant name),
who has applied for the position of _____ (insert name of position).

I would appreciate you completing, signing and dating the information below and returning it to me
at the enclosed address.

Thank you in advance for your help.

Yours sincerely,

(insert signature and date)

1) Can you tell us how long you have known the applicant?

2) In what capacity do you know the applicant?

3) Can you highlight some of the applicant's positive skills and qualities?

To the best of my knowledge, this person would be suitable for the position for which they have
applied. Why? _____

4) Please include any additional comments below.

Signed: _____ Date: _____

Data Protection - this form will be held on file, in accordance with the data protection policy of the Diocese of Waterford & Lismore. The data entered will be used only for the purpose indicated on the form. It may only be accessed by those with responsibility for managing records or group activities. This form should only be used if the event/activity has the prior approval of either the Diocese or the local parish within the Diocese.