

# Archdiocese of Tuam



## Character and Personal Reference Request

Dear

Your name has been given to us by \_\_\_\_\_, who has applied for the position of \_\_\_\_\_.

I would appreciate you completing, signing, and dating the information below and returning it to me at the enclosed address. Feel free to contact me if you wish to discuss anything further.

Thank you in advance for your help.

Yours sincerely,

\_\_\_\_\_

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**Can you tell us how long you have known the applicant?**

**In what capacity do you know the applicant?**

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

**Do you, without reservation, recommend the applicant for the position for which they have applied? Please bear in mind that this position involves working with children.**

Yes  No

**Why?**

**Please include any additional comments here**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_