

Volunteering & Employability

References

It is very common for volunteers to be asked for references as part of the application process for gaining a placement at a community organisation, charity or school.

Usually, if you are asked for a reference the individual should meet certain criteria, this is listed below;

Referees should be;

- An individual who you have known in a professional capacity for a minimum of two years.
- An individual who you have asked to be your referee in advance, before you nominate them. *(Please note: asking a person to be a referee before you apply will help speed up the process of obtaining references, meaning you can begin volunteering more quickly.)*
- One of the following examples; a former teacher, your current tutor, previous employer, your family doctor, landlord or someone else who has known you in a professional capacity.

Once you have finished your voluntary placement it is usually advisable to ask your placement supervisor to be a referee for you in the future. They will have known you at work in a professional capacity and will be able to comment, in detail on your strengths and experiences.

Regrettably, the Volunteering and Employability cannot give references for past volunteers.