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**Internship Reference Form Example**

This example is intended to serve only as a guide to a possible internship reference form. It is taken from Appendix 2 of the [Internship Best Practice Handbook pdf](http://www.baptist.org.uk/internshiphandbook), but is presented here as a Word document on its own that may be adapted and expanded as required.

If you have questions, please contact our Young Leaders Development Coordinator Isabella Senior on [isenior@baptist.org.uk](mailto:isenior@baptist.org.uk)

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**Internship Reference Form Example**

Taken from the [Internship Best Practice Handbook](http://www.baptist.org.uk/internshiphandbook), Appendix 2

**Internship Reference Form**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have been nominated as a referee for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

who has recently applied to *[Name] Baptist Church* Internship – a year of discipleship, leadership and mission training. If you would like to know more, please take a look at the Internship Role Profile attached.

We would be grateful if you could supply us with the following information.

How long have you known the applicant?

In what capacity?

Please mark on the line your view of the applicant’s personal skills:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Poor | Appalling! | |  | Not Known | |
|  |  | | | | |  | |  |
| **Reliability** | | | | | | | | | | | | | | |  | |  |
|  |  | | | | |  | |  |
| **Maturity** | | | | | | | | | | | | | | |  | |  |
|  |  | | | | |  | |  |
| **Honesty** | | | | | | | | | | | | | | |  | |  |
|  |  | | | | |  | |  |
| **Ability to relate to peers** | | | | | | | | | | | | | | |  | |  |
|  |  | | | | |  | |  |
| **…to relate to older people** | | | | | | | | | | | | | | |  | |  |
|  |  | | | | |  | |  |
| **Ability to relate to children** | | | | | | | | | | | | | | |  | |  |
|  |  | | | | |  | |  |
| **Punctuality** | | | | | | | | | | | | | | |  | |  |
|  |  | | | | |  | |  |
| **Commitment** | | | | | | | | | | | | | | |  | |  |
|  |  | | | | |  | |  |
| **Attitude to Work** | | | | | | | | | | | | | | |  | |  |
|  |  | | | | |  | |  |
| **Attitude to Authority** | | | | | | | | | | | | | | |  | |  |

To your knowledge has the applicant got any previous or pending convictions?

Yes No

If ‘Yes’ please give details:

Please outline your view on the applicant’s...

|  |  |  |
| --- | --- | --- |
| Strengths & Weaknesses: | Faith: | Abilities: |

Would you say the applicant is suitable for this internship?

Yes No Unsure

Do you think the applicant would benefit from the internship. How? If not, why not?

In your view what are the areas in the applicant’s life that particularly need addressing during the year?

What three adjectives would you use to describe the applicant?

In this role, the intern may be required to work with children, vulnerable adults and young people. Do you think the Intern is suitable for this type of role?

Yes                          No

Please add any relevant information in relation to the individual’s suitability.

If you are a past employer: does the applicant have any current disciplinary warnings or investigations in relation to working/volunteering with children, young people and vulnerable adults? If Yes, please give details.

Yes                         No

If you are giving a personal reference: do you have any knowledge of the individual being investigated over safeguarding issues? If yes, please give details.

Yes                         No

Would you be happy to be contacted if there were any issues we would like to clarify?

Yes No

Signed:

Date:

Tel No:

Thank you for completing this form. Please return it via email to *[contact email address]* below as soon as possible.

Yours sincerely,

Signature

*Church Leader*