



# MEDIUM TERM PLACEMENT REFERENCE FORM – WORK/PERSONAL

*All information is treated in the strictest confidence*

**TO THE APPLICANT:** Please complete the details below before handing the form to your referee.

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Placement Gap Year  Career Break  Other  \_\_\_\_\_ Destination \_\_\_\_\_

Date From \_\_\_\_\_ Date To \_\_\_\_\_ Duration \_\_\_\_\_

Name of Referee \_\_\_\_\_

Address \_\_\_\_\_

The obtaining of references is your responsibility. We require references from **3** people who have known you for at least 2 years – these must not be from immediate or distant family members. If you are part of a church, one of these must be from your church minister or leader. The other references may be from your college/university tutor, employer or friend.

It is essential that your referees return their completed form directly to Smile International. They should not hand it to you to return to us. Please be sure to provide each referee with a stamped addressed envelope to Smile International (see address on page 4).

**TO THE REFEREE – Thank you for taking the time to complete this form.**

The above-named person is applying to join a Smile International Medium Term Placement, which covers trips of between 3 and 12 months, either overseas or in the UK. We would be grateful if you would complete and return this form to us no later than two weeks from the date you receive it. Alternatively, you can email the form to richard.westbrook@smileinternational.org – **please do not give your completed reference form back to the applicant.**

Smile International is a registered charity passionate about helping to relieve suffering and poverty through the distribution of humanitarian aid and long-term development projects. As part of their placement, applicants may be involved in a variety of activities ranging from practical work, youth/children’s work, drama, basic English teaching, social action and local church projects. Applicants will work alongside Smile International personnel or our partner organisations overseas. The applicant will need to work well in a team, be flexible, able to cope in stressful situations and be able to adapt to a new culture, climate and sometimes very basic conditions. Team work can often be demanding and we need to be sure that the applicant will be able to adjust and work well in such circumstances.

Your honesty is appreciated. Please use a separate sheet for your answers if necessary. Information about the work of Smile International may be found by visiting: [www.smileinternational.org](http://www.smileinternational.org) Please feel free to call the Smile office if you have any questions. We appreciate your co-operation in providing this information, which will not only enable us to assess the applicant’s suitability for the placement, but also help us plan more effectively their time on Smile projects.

### KNOWLEDGE OF THE APPLICANT

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

How well do you know the applicant? Very well  Quite well  A little  Very little

How would you describe the applicant’s character? \_\_\_\_\_

### RELATIONSHIPS WITH OTHER PEOPLE

How would you describe the applicant’s relationships with people from varied social, cultural, economic, educational, racial, ethnic and religious backgrounds, whose customs may differ from their own?

Please comment on the applicant's ability to relate to parents, peers, authority, opposite sex:

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To your knowledge, is the applicant in a relationship with another person? YES  NO  DON'T KNOW

If Yes, please comment \_\_\_\_\_

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### **EMOTIONAL MATURITY**

Please comment on the applicant's ability to adapt and work under changing conditions and breaks to routine:

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What do you consider to be the applicant's greatest strengths?

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What do you consider to be the applicant's greatest weaknesses?

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What skills and experience does the applicant have that may be useful in this placement? (For example, this could include communication skills, experience of working with children, care work or teaching, music, drama, overseas experience, etc.)

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### **TEAM WORK**

What contribution would the applicant make as part of a team? \_\_\_\_\_

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What disadvantage might the applicant bring as part of a team? \_\_\_\_\_

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How would the applicant deal with taking directions from a team leader with whom they disagree?

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How would the applicant respond to working on their own? \_\_\_\_\_

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Is there any aspect of the applicant's nature that you consider would be disadvantageous in this placement? (For example, inability to cope under pressure, insensitivity to others, unreliable.)

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How would the applicant deal with situations involving distressed, traumatised, needy or seriously ill people?

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Please tick any of the following which apply:

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|---|---|---|
| <input type="checkbox"/> Poor social skills (shyness, tact) | <input type="checkbox"/> Difficulty with authority        | <input type="checkbox"/> Lacks initiative               |
| <input type="checkbox"/> Poor common sense                  | <input type="checkbox"/> Inflexible or resists correction | <input type="checkbox"/> Immature/irresponsible         |
| <input type="checkbox"/> Overly sensitive                   | <input type="checkbox"/> Poor self-image                  | <input type="checkbox"/> Insensitive to needs of others |

Other, or comments on any items ticked above

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Please tick relevant boxes and describe any concerns or comments you may have regarding the applicant in the following areas:

- Personal appearance     Weight     Disability     Self-control     Drugs or medication

Further comments on any items ticked above:

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How would you describe the applicant's general health?

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Please give details if you are aware of any prolonged or recurring illness of any type e.g. anorexia, anxiety, asthma, back problems, bulimia, depression, epilepsy, fits/fainting, hearing or sight defect, heart trouble, kidney trouble, etc:

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Please give any reason why you think the applicant may be unsuitable for this placement::

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How has the applicant demonstrated a positive contribution to your college/work/life?

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Why do you think this applicant wants to volunteer for this placement with Smile International?

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If known, please comment on the applicant's Christian life \_\_\_\_\_

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**THE REHABILITATION OF OFFENDERS ACT 1994 (EXCEPTIONS ORDER 1995)**

Has the applicant had any convictions (pending, spent or unspent) for a criminal or civil offence, in any court in any country?

YES  NO  DON'T KNOW  If Yes, please give details:

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During the course of this placement, the applicant may come into contact with children under 18 years of age, and/or vulnerable adults. Do you know of any reason why the applicant might be regarded as unsuitable for this type of work?

YES  NO  UNSURE  If Yes, or Unsure, please give reasons:

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**ADDITIONAL COMMENTS**

Please comment on anything else you think we should be aware of :

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**RECOMMENDATION**

Do you recommend this applicant for this placement?

YES (unreservedly)  YES (with some reservations)  NO  UNSURE  Please give your reasons:

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I confirm that the information given above is correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed form in an envelope marked "Private and Confidential" to:

**Smile International, Trips Department,  
PO Box 3, Orpington, Kent, BR5 1WZ, UK  
01689 883322 (DDI) richard.westbrook@smileinternational.org  
www.smileinternational.org Registered Charity No. 1079730**