

Sample letter to accompany REFERENCE FORM

(On letterhead)

To the person providing a reference for

St. John Ambulance is a national, voluntary agency founded in Canada over 110 years ago. Our mission is to enable Canadians to improve their health, safety and quality of life by providing training and community service.

The St. John Ambulance Brigade has volunteer programs for both youth and adults, focusing on the provision of first aid and health care at public events. Brigade members are the link between the occurrence of injury or illness and the arrival of medical assistance. St. John Ambulance Brigade volunteers are often placed in positions of significant trust with vulnerable people. For this reason, our volunteers are screened carefully to ensure that they are suitable candidates prior to being accepted into our program. By providing a reference, you would be assisting in this process.

The above-named applicant has provided your name as a reference. You will find attached a reference form which you are asked to complete and ***return directly to us by mail or fax to the address / fax number below***. I would appreciate it if you would complete this form as soon as possible as references must be completed before a candidate can be accepted as a St. John Ambulance Brigade volunteer.

If you have any concerns or questions, please feel free to contact me.
Any information that you provide will be dealt with in a confidential manner. Thank you in advance for your cooperation.

Sincerely,

Recruiting Officer/ Volunteer Director

(Return address)

(Fax #)