

**SEED Compliance: Character Reference Request**

This form should be used to provide a character reference for an Overseas Student or Home Student who have indicated that they have lived abroad during the last 5 years and are therefore required to provide a reference to cover this time period. Please complete this form and return it to the SEED DBS Team by email: [seed.dbs@manchester.ac.uk](mailto:seed.dbs@manchester.ac.uk)

SEED can confirm that we have sought the individual’s permission ahead of issuing this request. The information provided will only be used to confirm whether the candidate is suitable for a role working with children and/or vulnerable adults.

If you require assistance completing this form, please contact the SEED DBS Team by email at [seed.dbs@manchester.ac.uk](mailto:seed.dbs@manchester.ac.uk) or drop in to a DBS Drop-in session in the **SEED Student Hub situated in Humanities Bridgeford Street.**

**Student Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Student ID |  |
| Course Title: |  | | |

**Your Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Job Role: |  |
| School/Organisation: |  | | |

**Student’s time abroad:**

If the student is an Overseas student in Manchester and haw grown up in a country outside the UK, specify the **duration they have been in their home country** in the section below. If the student is a UK/Home student who has lived of the UK for 3 months or more within the last 5 years, specify such instances in the section below.

|  |  |
| --- | --- |
| Time spent outside the UK (**Month/Year – Month/Year)** |  |
| Purpose of time spent outside the UK/are they an Overseas Student in Manchester: |  |

**Character Details:**

|  |  |  |
| --- | --- | --- |
| Please outline how you know the student: | | |
|  | | |
| Length of time you have known the student: From (**month/year) –** To **(month/year)**: |  | |
| Are you aware of any reason the student should not work with children and/or vulnerable adults? | Yes: | No: |
| If YES, please addition details below: | | |
|  | | |

**Declaration:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I confirm that the information provided is accurate and complete and consent to being contacted should be further clarity on the reference be required. | | | | | | |
| **Name:** |  | **Email Address:** |  | | **Telephone Number:** |  |
| **Signature:** |  | | | **Date:** |  | |