



Reference Request Form

Applicant Name	
Post Applied for	
School	
Name of referee	

Referees are asked to complete the following;

Background details

Your relationship to the applicant (eg employer, line manager etc.)	
Between what dates was the applicant employed by you?	
In what capacity was the applicant employed?	
What is the applicant's current pay (or at the time of leaving)? Were there any significant non-pay benefits?	
How many days parental leave (if any) has the applicant taken in the last 12 months?	
If the applicant has left your employment, please give the reason	
Was there any disciplinary action pending against the applicant when she/he left your employment?	
In similar circumstances and with present knowledge would you re-employ the applicant?	

Assessment Of Applicant From Your Experience In His/Her Work (Please Tick ✓)

Area	Excellent	Good	Satisfactory	Poor	Very Poor
Attendance					
Reliability					
Performance					
Timekeeping					
Ability to work with others					
Health					
Exercising responsibility					
Showing initiative					
Relationships with children					

Specific Questions

1. Please give your assessment of the applicant's suitability or otherwise for this post. It would be particularly helpful if you could give some indications of strengths and weaknesses in relation to the post details. (Where relevant please comment also on his/her management ability and leadership skills).

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2. Please confirm as to whether the candidate's health is such that she/he can carry out the prescribed activities as detailed on the job description.

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3. **Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974.** The exemption makes it possible for you to reveal any information you may have concerning the candidate which would otherwise be considered as 'spent', in relation to this application and which you consider relevant to the applicant's suitability for employment. Any such information will be kept in strict confidence and used only in consideration of the suitability of this applicant for this post. Are you aware of (please continue on a separate sheet if necessary)

a) Any reasons why the applicant may not be suitable for a post in a school where she/he may come into contact with children?

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b) Any other reasons why the applicant should not be regarded as suitable for the post?

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4. Is there any other relevant information about this applicant that you think would help the selection panel?

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5. Please tick one of the following boxes regarding the applicants suitability for the post applied for:

Cannot recommend for consideration	<input type="checkbox"/>
Recommend for consideration	<input type="checkbox"/>
Recommend for interview	<input type="checkbox"/>
Strongly recommend	<input type="checkbox"/>
Recommend without any reservations	<input type="checkbox"/>

If you wish to add any further information, please continue on a separate piece of paper.

Do you wish this reference to remain confidential Yes No

Signed	Date:
Name:	Official Stamp (or please attach a compliments slip)
Position:	