**CASTLE DONINGTON COLLEGE**

**REFERENCE REQUEST**

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| Referee’s Name : Position: |

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| Reference for : |

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| --- |
| Date : |

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| --- |
| Position applied for: |

1. **Please tick the relevant box to indicate the candidate’s strength in:**

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| **1** | **Commitment to Current Role:** | Highly professional, highly resilient | Hardworking, good stamina | Adequate | Commitment not obvious |
| **2** | **Initiative:** | Outstanding, innovative, highly effective | Above average, moves things forward | Requires direction | Needs close monitoring and guidance |
| **3** | **Quality of Work:** | High standard | Good standard | Adequate level | Inadequate level |
| **4** | **General Organisation:** | Meticulous, never misses a deadline | Good attention to detail, meets deadlines | Adequate attention to detail, rushes to meet deadlines | Inadequate standard, misses deadlines |
| **5** | **Career potential:** | Rising star-will go well beyond post applied for | Should achieve good level of responsibility | Unlikely to progress beyond level applied for | Not yet ready for this level |
| **6** | **Problem solving:** | Outstanding, always solutions driven | Good, usually finds a way | Requires Improvement | Serious Weaknesses |
| **7** | **Character and Personality:** | Outstanding role model for all | Mature, reliable role model for all | Consistently positive role model | Inappropriate role model |
| **8** | **Relationships :** | Profound, excellent emotional intelligence. | Responsible and caring | Minimalist approach | Demonstrates limited concern |
| **9** | **Team membership:** | Very effective and adaptable as excellent  Team Member | Effective in particular role | Idiosyncratic attitude | Not an effective team member |
| **10** | **Relations with external agencies:** | Outstanding, ambassadorial. Gets more than expected | Good natured, tactful, firm, informative. Gets results | Generally sound | Needs guidance and advice |
| **11** | **As a member of staff:** | Extremely positive and constructive | Pleasant, good humoured, sociable | Needs positive encouragement | Negative attitude |
| **12** | **Communication skills** | Outstanding, makes everything clear | Good, easy to understand | Gets there eventually | Weak, causes confusion |

1. **Safer Recruitment**

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| Has the candidate been subject to capability or disciplinary procedures? **YES/NO**    If yes please give details:  Is any disciplinary action pending against the applicant (or was there when the individual left your employment) or are they currently the subject of a disciplinary investigation?  **YES/NO**  If yes please give details: |
| **Suitability to work with children:**  Has the candidate had any allegations or concerns raised that relate to the safety and welfare of children or young people or behaviour towards children or young people? **YES /NO**  If Yes, please give further details. (for example, the outcome of those concerns, whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.)  Are you completely satisfied that the candidate is suitable to work with children? **YES/NO** |
| How long have you known the candidate and in what capacity? |
| Please provide additional information that you feel is relevant about the candidate’s suitability for the post.  *(Use additional paper if required)* |

1. **Suitability for the post**

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| --- | --- |
|  | **Please tick** |
| I cannot support this application |  |
| I recommend with reservations (please specify) |  |
| I recommend unreservedly |  |

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| **Signed:** |

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| **Signed Date:** |

Please return by email to Lorraine Deley, Principal’s PA at Castle Donington College

Email: [ldeley@castledonington.leics.sch.uk](mailto:ldeley@castledonington.leics.sch.uk) or post to Castle Donington College, Mount Pleasant, Castle Donington, Derby, DE74 2LN