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**Post applied for**:

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| **GENERAL EMPLOYMENT INFORMATION** | | |
| Name of Candidate: | Your relationship with candidate: | |
| How long have you known the applicant: | Capacity in which the candidate is employed: | |
| Date of commencement: | Date of leaving (if appropriate): | |
| Reason for leaving (if appropriate): | | |
| Current salary: |  |  |
| Would you re-employ this person? If no please give details below | Yes | No |
| If you would not re-employ, please give details | | |
| Please detail duties and responsibilities of current job/role | | |
| Do they meet the requirements of the role? | | | |

**1 – Outstanding 2 – Good 3 – Requires Improvement 4 – Unsatisfactory**

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| --- | --- | --- |
| Requirements | Comments | Grade |
| Potential for the Post |  |  |
| Professionalism |  |  |
| Managing Students |  |  |
| Teaching Skills |  |  |
| Classroom Climate |  |  |
| Lesson Planning |  |  |
| Leading |  |  |
| Relating to Others |  |  |
| Management & Administration Skills |  |  |

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| Are they completely suitable to work with children? |
| If the answer to the question above is ‘No’ please give reasons why? |
| To the best of your knowledge has the applicant ever had an allegation made against them, or been under investigation, in relation to their behaviour towards children?  Yes No |
| If yes, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, and what conclusion was reached as a result of the investigation. |

**Referee’s details:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_