



*"We love to learn, we like to play, we do our best in every way."*

### **STRICTLY CONFIDENTIAL: REFERENCE REQUEST FORM**

#### **1. APPLICANT'S NAME AND POSITION APPLIED FOR**

Request for reference in respect of:

Post applied for:

#### **2. APPLICANT DETAILS & POSITION WITH YOUR ORGANISATION**

a) In what capacity did you employ the applicant?

b) Dates of the applicant's employment with you:

(MONTH/YEAR)

From

To

c) How long have you known the applicant?

d) In what capacity do you know the applicant?

e) Main duties and responsibilities of applicant's role with your organisation:

f) How would you assess the applicant's performance in their work with your organisation?

Outstanding  Good  Satisfactory

Comment:

Requires improvement  Very poor

g) Please provide details of any areas needing improvement and any action taken or support provided:

h) Why did/does the applicant leave/wish to leave your organisation?

#### **3. ABSENCE [NOT SICKNESS-RELATED: E.G. FOR PERSONAL MATTERS OR UNATTRIBUTED REASONS]**

[The Equality Act 2010 prohibits prospective employers from asking about a candidate's health, sickness record or health-related matters prior to making an offer of employment]

Please give details of absences unrelated to sickness in the applicant's most recent two years of employment with you:

a) How many days of absence from work did they take in total?

Days / Details

b) How many episodes of absence did they have?

Periods / Details

#### **4. SALARY & SERVICE**

Most recent salary scale

Additional payments type

Most recent scale point

Additional payments value

Most recent gross annual salary

Length of continuous service

#### **5. SUITABILITY FOR THE POST APPLIED FOR [PLEASE REFER TO ATTACHED JOB DESCRIPTION IF SUPPLIED]**

Do you believe the applicant has the ability and is suitable to undertake the position applied for?

Yes  No

Would you re-employ the applicant? (If No, please give reason briefly)

Yes  No

**6. SAFEGUARDING, TRUST, CAPABILITY & DISCIPLINE***[YOU HAVE A LEGAL DUTY TO ENSURE THAT ALL INFORMATION YOU PROVIDE IS COMPLETE & ACCURATE]*

a) Has the applicant ever been the subject of any child protection, safeguarding or welfare allegations, concerns or investigations? If Yes please give full details including outcomes, even if concerns were fully resolved.  Yes  No

b) Do you know of, or have reasonable grounds to suspect, any reason why the applicant may not be suitable to work with children? If Yes, please provide details.  Yes  No

c) Did the applicant hold any position of special trust or responsibility? If Yes, please give details.  Yes  No

d) Has the applicant ever been the subject of any disciplinary or capability actions (including any which are "expired") or are they subject to any investigation or disciplinary process that is still current? If Yes please give details.  Yes  No

<b>7. PERSONAL EVALUATION</b>	<b>OUTSTANDING</b>	<b>GOOD</b>	<b>ADEQUATE</b>	<b>INADEQUATE</b>	<b>VERY POOR</b>
Plans, structures and prioritises own work					
Learns from situations and past experience					
Able to work on own initiative					
Attention to detail					
Works hard to achieve objectives and goals					
Resilience under pressure					
Interaction and relationships with children					
Interaction and working relationships with other adults					
Ability to work as a member of a team					
Actively seeks solutions to problems independently					
Refers problems upwards when appropriate					
Seeks ideas for improvement					
Focuses on benefits to both self and others					
Professional and personal values, integrity & honesty					
Punctuality and commitment					

<b>8. TEACHING POSTS ONLY</b>	<b>OUTSTANDING</b>	<b>GOOD</b>	<b>ADEQUATE</b>	<b>INADEQUATE</b>	<b>VERY POOR</b>
Teaching ability (with reference to Teachers' Standards)					
Lesson planning & preparation					
Classroom & behaviour management					
Initiative and leadership					
Interest & willingness to undertake extra-curricular activities					
Subject leadership					

**9. ADDITIONAL COMMENTS****10. DETAILS OF THE PERSON COMPLETING THE FORM**

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

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Tel No: \_\_\_\_\_

Signed: \_\_\_\_\_

Email: \_\_\_\_\_

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

*Please use clearly marked continuation sheets if necessary. Thank you very much for your prompt help and cooperation.*