**CONFIDENTIAL REFERENCE REQUEST**

**If you are a representative of the Applicant’s current or previous employer please complete both PART A and PART B below. If you are giving a reference in any other capacity, please complete only PART B. If necessary, please include further details on a separate sheet, thank you.**

It is essential for the safety and welfare of the children in our care that we obtain as much information as possible about potential employees. Please complete this form honestly and in as much detail as possible, ensuring that the information you give is accurate and does not contain any material misstatement or omission. Please also note that the content of the form may be discussed with the applicant.

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| **Reference request for:** |  |
| **Position applied for:** |  |
| **Referee Name:** |  |
| **Date:** |  |

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| **PART A** |
| What is the name of your organisation? |  |
| What position do you hold?If you are not the Head, please ensure that this reference is countersigned by the Head. |  |
| **How long have you known the candidate and in what capacity?** |
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| **Please state the candidate’s current or most recent position and duties** |
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| **If the Applicant has ceased employment with you please confirm the reason for the termination of their employment.** |
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| **If the Applicant was dismissed, please explain the reason for their dismissal and the surrounding circumstances** |
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| **Please tick on the following:** | **Excellent** | **Good** | **Inconsistent** | **Poor** |
| Professional relationship with colleagues |  |  |  |  |
| Relationships with pupils if applicable |  |  |  |  |
| Relationship and communication with parents if applicable |  |  |  |  |
| Teamwork |  |  |  |  |
| Suggesting/developing initiative |  |  |  |  |
| Performance under pressure |  |  |  |  |
| Subject knowledge |  |  |  |  |
| Marking and preparation if applicable |  |  |  |  |
| Conscientiousness and reliability |  |  |  |  |
| Honesty |  |  |  |  |
| Ability to meet deadlines |  |  |  |  |
| Attendance record |  |  |  |  |
| Commitment to school events |  |  |  |  |
| Extra-curricular involvement |  |  |  |  |
| **Please comment on the candidate’s ability and suitability to undertake the job in question.** |
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| **Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment? If so, please provide details of the allegation (s) against the Applicant and the outcome of the proceedings.**  |
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| **Has the Applicant ever been the subject of disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people? If so, please provide details of the allegation (s) against the Applicant and the outcome of the proceedings.** |
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| **Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of children or young people.**  |
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| **Are you satisfied that the Applicant has the ability and is suitable to undertake this role for which he/she has applied? If not, please give specific reasons for your concerns.** |
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| **Are you completely satisfied that the Applicant is suitable to work with children? If not, please give specific reasons for your concerns.** |
| **Would you be willing to re-employ the Applicant? Yes/No** |
| **If your answer is No, please explain why:** |
| **To the best of your knowledge, has the Applicant ever been referred to, or are they the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership [NCTL]), any equivalent body in the UK or a regulator of the teaching profession in any other country? Yes/No** |
| **If Yes to the above, please provide details:** |
| **To the best of your knowledge, has the Applicant ever been referred to the Department for Education, or are they the subject of a direction under Section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school? Yes/No** |
| **If Yes to the above, please provide details:** |
| **To the best of your knowledge, has the Applicant ever been the subject of a direction under Section 142 of the Education Act 2002? Yes/No** |
| **If Yes to the above, please provide details:** |
| **Please include any other comments or information which you consider may be relevant to the Applicant’s application.** |
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| **Are you satisfied to the best of your knowledge, that the candidate is not involved in “extremism” being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas (Please circle below as applicable).****Satisfied Not satisfied** |

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| **PART B** |
| What is your relationship to the Applicant? |  |
| How long have you known the Applicant? |  |
| Based on your knowledge and experience of the Applicant, do you believe that he/she is suitable for the post applied for? |  |
| Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children? |  |
| Please include any other information which you consider may be relevant to the Applicant’s application. |  |
| **Please use this space or attach a separate sheet for any other relevant information you wish to include**  |
|  |
| Signed: |  |
| Print Name: |  |
| Position: |  |
| Date: |  |

As part of our recruitment procedures and good practice for the successful candidate we may telephone you to check the authenticity of your reference. To that end, we would be grateful if you could provide a contact telephone number. Your co-operation is much appreciated.

**Telephone contact number to verify reference...................................................................**