**REFERENCE REQUEST FORM – RECRUITING PEOPLE WHO HAVE CONTACT WITH CHILDREN AND/OR YOUNG PEOPLE**

Please note that should the applicant be appointed to the post, he or she will have access to the reference provided in accordance with the DATA PROTECTION ACT 1998 and the Authority’s policy on personal records and files.

Part 1 of the reference form should be completed by all referees. Part 2 should be completed where ever possible by all referees, but in some circumstances referees may not have access to the relevant current information requested. If this is the case, please complete those sections for which you have the required information.

**PART 1** (Overall information regarding the applicant)

**PRIVATE AND CONFIDENTIAL**

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| **Job Title:** | | | **School:** |
| **REFEREE DETAILS** | | | |
| **Referee Name** |  | | |
| **Contact telephone number:** |  | | |
| **Address:** |  | | |
| **If replying on behalf of an employer please name the employer** |  | | |
| **REFERENCE FOR:** | | | |
| **Applicant’s Name** | |  | |
| **Applicant’s address** | |  | |
| **Please state how long you have known the applicant** | | | |
|  | | | |
| **Please state in what capacity you know the applicant and, if the applicant was employed/managed by you, for how long you employed/managed the applicant**  **Where applicable:**  **Please indicate if you are acting as referee as an employer or as a representative of the employer.** | | | |
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| **Please state if you are satisfied that the applicant is suitable and has the ability to undertake this post/job** | | | |
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| **Please state how the applicant has demonstrated that he or she meets the requirements of the Person Specification** | | | |
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| **Where applicable: Please indicate whether or not that you are completely satisfied that the applicant is suitable to work with children.** | | | |
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| **If you feel that the applicant is unsuitable to work with children, please state the specific details of your reasons/concerns that the applicant is unsuitable** | | | |
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**PART 2** (Specific information regarding the candidate)

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| **IF PREVIOUSLY EMPLOYED**: |  |
| **Company/School Name** |  |
| **Period of employment (DATES)** |  |
| **Job title (current or at time of leaving)** |  |
| **Grade/salary (current or at time of leaving)** |  |
| **Reason for leaving (where known)** |  |
| **ATTENDANCE** |  |
| **Has this employee’s attendance and/or absence led to the initiation of formal process in line with the Managing Attendance Procedure?  If so, please give details?** | |
|  | |
| **SAFEGUARDING THE WELFARE OF CHILDREN** | |
| **Please comment on the following specific aspects of the applicant’s relationship with children:**  **The applicant’s suitability to work with children and the ability to form and maintain appropriate relationships** | |
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| **The applicant’s emotional resilience to challenging behaviour** | |
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| **The applicant’s attitude to the use of authority and maintaining discipline** | |
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| **DISCIPLINE** | |
| **Is the applicant subject to any current disciplinary proceedings, and if so what stage have those proceedings reached?** | |
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| **Are there currently any disciplinary warnings held on this person’s employee record (except for any expired warning which does not relate to the safety and/or welfare of children/young people), including dismissal for disciplinary reasons or where a resignation was submitted when disciplinary action was pending?**  **If yes, please give details.** | |
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| **Please give full details of any allegations or concerns in relation to the safety and welfare of children that you may be aware of in relation to the applicant and the outcome of those allegations or concerns** | |
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| **TEACHER CAPABILITY** |  |
| **In accordance with the provisions of the School Staffing Regulations please advise in writing whether or not this teacher has, in the preceding two years, been the subject of the procedures established by the governing body in accordance with regulation 8 [capability procedures, relating either to professional or to health capability] and, if so, provide written details of the concerns which gave rise to this, the duration of the proceedings and their outcome.** | |
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| **SKILLS, ABILITIES, EXPERIENCE, PERFORMANCE ETC.** | |
| **Please comment on the applicant’s ability to undertake the duties and responsibilities set out in the job description attached** | |
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| **Please describe where the applicant’s experience, skills and abilities match the attached person specification** | |
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| **Please outline the applicant’s current job role together with the applicant’s responsibilities** | |
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| **In the case of applicants for the post of head teacher, please comment on the person’s contribution to the performance and management of his or her current school, with particular reference to reports or recommendations from OFSTED, public examinations or tests taken by pupils, financial and staff management** | |
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| **Please add any other comments you wish to make.** | |
|  | |
| **Signed:** |  |
| **Please print your name:** |  |
| **Position in organisation (where applicable):** |  |
| **Date:** |  |