

Reference Request Form

Strictly Confidential

Reference for:						
Please state the capacity in which you know or knew the applicant, including the place of work:						
From	To	Role/Job Title of applicant	Your role	Salary	Age range taught/responsibilities	
Are/were you the applicant's employer?					Yes	No
Reasons for leaving/intending to leave this post as known to you e.g. promotion, relocation, change of role, personal factors, dismissal (state grounds), compromise agreement						
Would you re-employ the applicant?					Yes	No
Attendance record – i.e. number of days lost due to sickness in last 2 years.						
Disciplinary record – Details of any disciplinary procedures (conduct and /or performance) applied to the applicant for which a disciplinary investigation, warning or sanction is current.						
Details and outcome of any disciplinary procedures to which the applicant has been subject relating to the safety & welfare of children .						
Details & outcome of any substantiated allegations regarding the applicant's behaviour towards children or young people or their safety and welfare.						
Do you know of any reason why the applicant should not be engaged to work with children? If yes, please give reasons.				Yes	No	
Please add or attach any additional information which you consider is relevant to the appointment panel.						
Recommendation in terms of suitability for post applied for:						
Recommended without reservation			Not recommended			
Recommended with the following reservations:						

Reference provided by:

Name	Job Title
Signature.....	Date.....