



CONFIDENTIAL REFERENCE REQUEST FORM

Please answer concisely but accurately. 'Yes' or 'no' is often sufficient. Thank you in advance.

Your Name:		Signature (if printed):	
Position / Job Title:		Date:	

BACKGROUND	
Candidate's name.	
How long have you known the candidate and in what capacity?	
PERSONNEL MATTERS	
Candidate's current position / job title.	
Dates of the candidate's employment with you (month and year).	From: To:
Candidate's main duties / tasks with you.	
During his or her employment did the candidate perform his or her duties to your satisfaction? If you were dissatisfied, please explain why.	
During his or her employment did the candidate present him- or herself professionally?	
Current salary (if relevant).	
Sick leave: How many days was the candidate off work sick over the last 2 years?	
Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, including where appropriate any reasonable adjustments which were made during employment to enable the candidate to perform his/her duties.	
SUITABILITY FOR POST	
Do you believe that the candidate has the ability and is suitable to undertake this position?	
What makes the candidate particularly suitable for this position? If you do not consider the candidate to be suitable, please elaborate.	



SUITABILITY TO WORK WITH CHILDREN	
To the best of your knowledge, do you think the candidate would be suitable to work with children (under 18)?	
If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?	
DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS	
Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current? Please give details if so.	
Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including anywhere the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed? If so please give details. If the candidate's role involved no contact or responsibility for children or young persons please answer <i>Not Applicable</i> .	
Have there been any allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children and young people? If so please give details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved. If the candidate's role involved no contact or responsibility for children or young persons please answer <i>Not Applicable</i> .	
Have there been any concerns about the candidate's behaviour towards children or young people? If so please give details, including the outcome of those concerns and how the matter was resolved. If the candidate's role involved no contact or responsibility for children or young persons please answer <i>Not Applicable</i> .	
Are you aware of the applicant holding extreme or radicalising views , especially about core British values such as democracy, the rule of law or freedom of religion, etc? We ask about extremist views so as to comply with statutory guidance in relation to the Prevent Duty.	