



Referee Request Form

Candidate Name :

Referee Name :

Company/Organisation :

Please full complete all sections relevant to support the candidates' suitability.

Dates of Employment: **From** **To**

Job Title:

Salary:

Brief outline of duties:

Reason for leaving:

Do you have any concerns regarding this candidate working with children / vulnerable adults?

Yes : No :

If yes, please comment below:

~~Has the applicant ever been subject to disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired).~~

~~Yes : No :~~

~~If yes, please comment below:~~

Has there been any allegations or concerns raised against the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people.

Yes No

If yes, please comment below:

Please comment on the applicant's integrity, judgement and honesty.

Please provide details of any performance management issues:

Have there been any patterns of unplanned absence, including number of days' sickness within the last two years, that have impacted on the applicant's ability to perform their role?

Yes No

If yes, please comment below:

Please comment on the applicant's interpersonal skills and ability to interact appropriately at all levels:

Please provide details of any concerns relating to awareness / sensitivity of equal opportunities issues:

Please answer these questions by ticking the relevant box to indicate your response.

For all roles	Poor	Average	Good	Very Good
Ability to relate appropriately and with professional boundaries to children and young people and their families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate appropriately with managers within the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate appropriately with professionals from other organisations and external agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to demonstrate judgement and behaviour when	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commented [JUD1]: I would recommend replacing these two questions with the following:

Please provide details of the following:

- Details of any disciplinary or capability procedures the applicant was subject to when they left your employment/is currently subject to;
- Details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current;
- Details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

Commented [JUD2]: This would be covered my suggested question above.

Commented [JUD3]: In order to comply with the Equality Act 2010, the School cannot ask questions regarding an employee's absence **BEFORE** you have made an offer of employment (i.e. at shortlisting stage) and I presume that you do request references before an offer of employment has been made.

If you are requesting a reference before making an offer of employment, you can always ask supplementary questions about absence **AFTER** an offer has been made.

working under pressure.				
Ability to communicate verbally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate in writing or other forms of non verbal communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and prioritise workloads and deliver to deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team and communicate effectively with colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to contribute actively and positively to team meetings and / or supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work on own initiative and without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work to Policy and Procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer these questions where the post will involve supervision of other staff as indicated in the job description.

For Management Posts	Poor	Average	Good	Very Good
Rate the candidate's experience of management of staff in a Education setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate the candidate's knowledge of childcare law, procedure and planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to create, monitor and report on budgets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lead and motivate subordinates and peers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you re-employ this applicant?

Yes : No :

If no, please comment below:

Further comment you wish to add:

Name (please print)

Position

Signature

Date

Contact Number

Email address

This information is covered by the Data Protection Act:

Thank you for completing this reference, the recruiting manager may be in touch to clarify any points. Please return this form via email or by post to the address on the letterhead.

Recruiting Managers use only:

I confirm the information stated has been verified as accurate and is satisfactory for the post indicated.

Name (please print)

Date