

Confidential Reference Request

TO BE COMPLETED BY THE RECRUITING SCHOOL

Applicant's name

Position applicant has applied for

Job reference & School

TO BE COMPLETED BY THE REFEREE

How long have you known the above person?
(Please provide dates)

In what capacity or relationship do you know this person?

If you are supplying a personal reference please do so on a separate sheet of paper, clearly indicating your name and contact details and attach it to this form.

FORM FOR EMPLOYMENT REFERENCES ONLY

Are you authorised to provide a reference for this applicant?

Yes No

Applicant's position:

Dates of employment

Date from:

Date to:

Applicants final salary/package:

Details of Employment

Please provide a brief description of the applicant's current duties and responsibilities

APPENDIX 12 (b)

In the last 2 years, has the applicant been disciplined or received any formal warnings relating to conduct or capability in the last 2 years? Yes No
If yes, please give details and the nature of any offences:

Is the applicant subject to any ongoing investigations? Yes No
If yes, please give details and the nature of any offences:

Experience, Skills and Abilities

Please comment on the applicants suitability in the areas described in the job description and person specification attached:

Please describe any areas for development you think the applicant may have as per the job description attached:

APPENDIX 12 (b)

Please comment on applicant's suitability to work with Children.

Please comment on the applicant's suitability for the position:

Reason for leaving:

Would you re-employ the applicant?

Yes No

Are you aware of any reasons why the applicant should not be considered for a the position of School Business Director with Heathcote school)? If yes please provide details below.

APPENDIX 12 (b)

Declaration

The post for which application has been made is exempt from Section 4 (ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order 1975. It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions, which would otherwise be considered as “spent” in relation to this application and which you consider relevant to an assessment of the candidate’s suitability for a position where such an exemption is appropriate.

Please note: It may be necessary to discuss relevant factual content of this reference with the applicant or to contact you again for clarification on any information you have provided in this reference. . It may also be necessary to disclose the reference if a Subject Access request is made under the Data Protection Act 1998

Referee’s Name

Referee’s Signature

Referee’s Position Title

Date

Please include with your reply a letter on your organisation’s official stationery or stamp this form with your organisation’s official stamp.

Organisation stamp:

APPENDIX 12 (b)

REFERENCE VERIFICATION

TO BE COMPLETED BY THE RECRUITING SCHOOL

Date Received

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**FOR APPOINTMENTS TO POSITIONS,
RELATING TO CHILDREN**

Schools are required to verify the authenticity of references received. This is undertaken by telephoning the Referee and discussing the contents of the reference received. School must ensure that during conversations with referees they ask about the following issues:

- The candidate's suitability for working with children and young people
- Any disciplinary warnings during the last two years, including time-expired warnings, that relate to the safeguarding of children and young people
- The candidate's suitability for this post

TO BE COMPLETED BY CHAIR OF PANEL/HEAD TEACHER

Name of the Chair of the panel

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Name of Head teacher

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Contact and discussion held with referee or line Manager that provided reference (for positions relating to children)

Name of contact/Referee

Position

Reference Status

Acceptable Verified
Not acceptable Not Verified

Chair Signature

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Head teacher signature (if applicable)

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Date

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