**CONFIDENTIAL REFERENCE REQUEST FOR [INSERT CANDIDATE’S NAME]**

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| **Position applied for** |

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| **Background** | |
| Please confirm how long you have known the candidate and in what capacity. |  |

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| **Personal** | |
| Candidate’s current position. |  |
| Please confirm the dates of the candidate’s employment with you (month and year). | Employment commenced:  Employment ended: |
| Please confirm the reason for the termination of the candidate’s employment. If the candidate was dismissed please confirm the reason for the dismissal and the surrounding circumstances. |  |
| Please detail the key areas including duties and responsibilities undertaken by the candidate. |  |
| During his or her employment did the candidate perform his or her duties to your satisfaction?  If you were dissatisfied, please explain the reasons for your dissatisfaction. |  |

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| During his or her employment did the candidate communicate well with colleagues and parents in a professional manner? |  |
| Current Salary (or salary at the end of employment). |  |

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| **Suitability for the Post** | |
| Do you believe that the candidate is suitable to undertake this position?  If you do not consider the candidate to be suitable, please elaborate. |  |

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| **Suitability to work with Children** | |
| Are you completely satisfied that the candidate is suitable to work with children? |  |
| If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable? |  |

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| Please confirm if the candidate has been subject to any disciplinary procedures where the disciplinary sanction remains current.  If yes please give details. |  |
| 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 Not Applicable. |  |
| Please confirm if you would re-employ the candidate.  If no, please explain why not. |  |

**Signed: Position: \_\_\_\_\_\_\_**

**Please print name:**

**Date:**

Please return to [name of school] by [insert date], [in the enclosed SAE]

***Note – questions about sickness and absence rates should not be asked when requesting a reference request prior to job offer. These enquiries can be made following the job offer.***