



Confidential Reference for:

Written by:

BACKGROUND	
What is your relationship to the candidate?	
How long have you known the candidate?	
PERSONNEL MATTERS	
Candidate's current position:	
Dates of the candidate's employment with you (month and year):	From: To:
Extent of candidate's current duties:	
During their employment did the candidate perform their duties to your satisfaction? If you were dissatisfied, please explain the reasons for your dissatisfaction.	
During their employment did the candidate present themselves	

<p>professionally with colleagues and with those they dealt with?</p>	
<p>Please confirm the candidate's current salary (or their salary on termination):</p>	
<p>How does the candidate handle working under stressful situations?</p>	
<p>If the candidate has ceased employment with you, please confirm the reason for the termination of the candidate's employment. If the candidate was dismissed, please explain the reason for the candidate's dismissal and the surrounding circumstances.</p>	
<p>SUITABILITY FOR POST</p>	
<p>Do you believe that the candidate has the ability and is suitable to undertake this position?</p>	
<p>What makes the candidate particularly suitable for this position?</p> <p>If you do not consider the candidate to be suitable, please elaborate.</p>	
<p>Are you completely satisfied that the candidate is not involved in extremism? Have they been vocal in opposition to fundamental British values including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs? Extremism also</p>	

<p>includes calls for the death of members of our armed forces, whether in this country or overseas.</p> <p>If, not, please give specific reasons for your concerns.</p>	
<p>How would you describe the candidate's personality and character?</p>	
<p>SUITABILITY TO WORK WITH CHILDREN</p>	
<p>Are you completely satisfied that the candidate is suitable to work with children?</p>	
<p>If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable to work with children?</p>	
<p>DISCIPLINARY RECORD AND SAFEGUARDING & CHILD PROTECTION CONCERNS</p>	
<p>Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?</p> <p>If so, please give details.</p>	
<p>Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including any where the disciplinary sanction has expired, except where the allegation was unfounded and / or disciplinary sanctions were not imposed?</p> <p>If so, please give details.</p>	

<p>If the candidate's role involved no contact or responsibility for children or young people please answer <i>Not Applicable</i>.</p>	
<p>Would you appoint the candidate to a similar post? If not, please explain why.</p>	
<p>Please add any further comments about the candidate which may be helpful.</p>	

Signed:.....

Printed Name:

Position:

Date:

If you are not the Head of the candidate's current school but you are from the same school, please ensure that this reference is countersigned by the Head.

Countersignature:

Printed Name:

Date: