

## Reference Request Form – Safer Recruitment in Schools

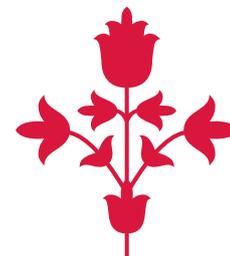
In order to follow government guidelines on safe recruitment in schools, please complete this form and return it whether your main reference is by letter or using the pro-forma supplied.

|                     |       |     |
|---------------------|-------|-----|
| Name of Applicant:  |       |     |
| Dates of Employment | From: | To: |
| Job Title:          |       |     |

|                            |
|----------------------------|
| <b>Reason for Leaving:</b> |
|                            |

I have ticked the box that I feel best describes the applicant's performance/characteristics. There may be points to note in the Comments box. The first two relate to teaching experience only (if applicable).

|   | Very Good | Good | Satisfactory | Poor | N/A | Comments |
|---|-----------|------|--------------|------|-----|----------|
| <i>Teaching ability</i>                 |           |      |              |      |     |          |
| Rapport with students                   |           |      |              |      |     |          |
| Ability/potential to work with children |           |      |              |      |     |          |
| Ability/potential as a team player      |           |      |              |      |     |          |
| Ability/potential as a team leader      |           |      |              |      |     |          |
| Enthusiasm                              |           |      |              |      |     |          |
| Administration or organisation skills   |           |      |              |      |     |          |
| Ability to work under pressure          |           |      |              |      |     |          |
| Flexibility                             |           |      |              |      |     |          |
| Commitment                              |           |      |              |      |     |          |
| Punctuality                             |           |      |              |      |     |          |
| Health/attendance                       |           |      |              |      |     |          |



Would you re-employ this person in the same or similar capacity in future? No  Yes

If NO please state why

*Please continue on a separate sheet of paper if necessary*

Please give details, including dates, of any **disciplinary procedures** of which the applicant has been subject. If the issues relate to the safety and welfare of children/young people, please give details even if the sanction has expired.

Please give details, including dates, of any **allegations or concerns** that have been raised about the applicant that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns eg; whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved

Reference completed by:

Name ..... Date  
.....

Signature ..... Official Stamp

Designation ..... Telephone Number  
.....

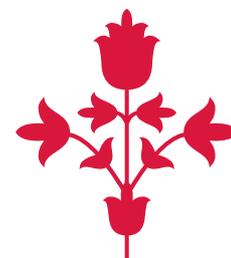
Address  
.....  
.....

You are reminded that you have a responsibility to ensure that the reference you have provided is accurate and does not contain any incorrect information or omissions.

The relevant factual content of the reference may be discussed with the applicant.

# Earlscliffe

Sixth Form | Summer | Easter



Thank you for completing this form.