#

# REFERENCE PRO- FORMA – PART ONE

**Please note that under the Schools’ Personnel Information code of Practice, employees are entitled to have access to references’, although steps will be taken to protect the identity of third parties including the author of the reference.**

**NAME OF SCHOOL:**

**REFERENCE FOR:**

## Name:

**Post of:**

**PROVIDED BY:**

**(*Please print*)**

**JOB TITLE:**

## SECTION 1

1. How long have you known this person?

2. **I**n what capacity: (please tick)

|  |  |
| --- | --- |
| As an employee reporting to me: |       |
| As a current/post work colleague (please specify): |       |
| As a fellow member of a professional association: |       |
| As a friend / socially: |       |
| Other ( please specify): |       |

3. Dates of employment with you which this candidate stated are:-

 From:       To:

 Please confirm that these dates are correct

4. Please state the reason the employment ended.

5. Please indicate the nature and level of their position:

6. Would you re-employ him / her [ ] Yes [ ]  No

7. If no, please give details:

8. With regard to the requirements of the post as detailed in the job description and person specification enclosed, would you please comment on the following areas?

|  |  |
| --- | --- |
| The applicant’s strengths: |       |
| The applicant’s areas for development: |       |
| The applicants skills / competencies: |       |

9. Has the applicant ever been subject to capability proceedings

 [ ]  Yes [ ]  No

10. If yes, please provide details and state relevance to position applied for.

### SECTION 2

11. Has the applicant been subject to any Child Protection investigations*,* any disciplinary cases involving issues relating to the safety and welfare of children (current or expired) or any allegations or concerns raised concerning the safety and welfare of children.

*Cases in which an issue was satisfactorily resolved, or an allegation was determined to be unfounded* ***and*** *there were no issues of concern about the employees behaviour are not likely to cause concern. However more serious or recent concerns, issues which were not satisfactorily resolved or a history of repeated concerns or allegations should be disclosed.*

Yes [ ]  No [ ]

12. If yes, please give details

 13. Has this person ever been disciplined for other matters whilst in your employment?

Yes [ ]  No [ ]

 14. If “YES”, what was the nature of the offence(s)?

15. Does your organisation have a policy on expunging disciplinary records from personal files?

16. If “YES”, after what periods of time?

17. Can you confirm whether or not, under the provisions of child protection, a DBS check has been carried out and received by your organisation?

18. Since the post is considered exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1986), it would be in order for you to reveal any information you have about any convictions received by this person. Please provide any information you have.

19. If the applicant has worked with a vulnerable group have you made a referral for misconduct or possible barring to the Disclosure & Barring Service or a Government Department? Please give details:

*I am obliged to remind you that you have a responsibility to ensure that the information is accurate and does not contain any material misstatement or omission. Pease also note that relevant factual information may be discussed with the applicant.*

Thank you very much for your assistance in this matter. It is much appreciated.

SIGNED:

ORGANISATION:

POSITION IN

ORGANISATION:

DATE: (dd/mm/yyyy)