

**Calcot Schools
Reference Request Form**

Please complete the form below as comprehensively and accurately as possible

Candidate name	
Post applied for	

How long and in what capacity have you known the candidate?	
Dates of candidate's employment and dates of continuous local government service (if applicable)	
Please confirm candidate's current/previous salary and job title	
Reason(s) for the candidate leaving your employment	
Please provide details of any non-expired disciplinary warnings relating to this individual, with dates, the nature of any misconduct, and the outcome of the process.	
Please provide details of any expired disciplinary warnings, including dates, which relate to the health, safety, welfare and/or safeguarding of children.	
Please provide any information relating, to current or past substantiated allegations relating to child protection	
Please provide details of any non-health related formal capability proceedings taken in respect of this individual within the past two years. Please give dates, the nature of the concerns and the outcome of the process.	
Was this individual confirmed in their role with your organisation following the completion of a satisfactory probationary period? If no, please explain the reason(s) why.	

Please indicate how you feel the candidate meets the person specification for the job by ticking the relevant box for each section below

Person Specification and Job description Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments
The candidate has excellent professional knowledge.					
The candidate has undertaken a broad range of professional development.					
There have been no substantiated concerns in relation to the candidate's suitability to work with children.					
The candidate has established excellent working relationships with, and is able to motivate, lead and support, colleagues.					
The candidate has established excellent and appropriate working relationships with pupils.					
The candidate has developed good working relationships with parents					
The candidate is able to exercise appropriate classroom control and management of pupil behaviour.					
The candidate has taken part in a range of extra-curricular activities.					
The candidate's punctuality is excellent.					
There are no current or past disciplinary warnings relating to this candidate. (if there have been any warnings please provide details separately)					
This candidate is not currently subject to disciplinary investigation and/or is not awaiting the outcome of a disciplinary hearing. (If you disagree or strongly disagree with this statement please provide further details)					
The candidate has no criminal offences.					
I am satisfied that the person has the ability and is suitable to undertake the post. I would recommend the candidate for this post without reservation.					
I would re-employ this person.					

Please record any additional comments that you would like to make in relation to this candidate, in particular with reference to the candidate's performance history and conduct, any specific concerns with regard to the person's suitability for this post, and details on behaviour management expertise.

Please also provide details of any substantiated allegations (not listed above) that have been raised about the applicant that relates to the health and safety and welfare of young people or behaviour towards children or young people, and the outcomes of those concerns e.g. how the allegations were investigated, the conclusion reached, and how the matter was resolved.

Additional comments

SAMPLE

Signed	
Date	
Position in organisation	
Contact telephone number for any queries relating to this reference	