

**Strictly Confidential – Employment Reference Questionnaire**

*IMPORTANT - please complete this form as fully as possible. Please state “not applicable” where necessary. Please note that the school holds the referee responsible for ensuring this reference is accurate and does not contain any material misstatement or omission. Please be aware that the content of this reference may be discussed with the applicant.*

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| --- | --- |
| **Name** |  |
| **Position held** |  |
| **School/Employer** |  |
| **Dates of employment** |  |
| **Annual salary, scale and point upon leaving date** |  |
| **Reason for leaving (*if applicable)*** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Evaluation** | | | | | |
|  | **Outstanding** | | **Good** | **Adequate** | **Inadequate** |
| Punctuality and commitment |  | |  |  |  |
| Interaction and relationships with children |  | |  |  |  |
| Interaction and relationships with other adults |  | |  |  |  |
| Ability to work as part of a team |  | |  |  |  |
| Shows initiative |  | |  |  |  |
| Attention to detail |  | |  |  |  |
| Resilience under pressure |  | |  |  |  |
| Works hard to achieve objectives and goals |  | |  |  |  |
| An interest in opportunities for professional growth |  | |  |  |  |
| Professional and personal values, integrity and honesty |  | |  |  |  |
| Leadership ***(if applicable)*** |  | |  |  |  |
| **Teaching staff only** | | | | | |
| Teaching ability (with reference to Teachers’ Standards) |  | |  |  |  |
| Curriculum knowledge/skills |  | |  |  |  |
| Classroom engagement |  | |  |  |  |
| Behaviour management |  | |  |  |  |
| Planning, structuring and prioritising own work |  | |  |  |  |
| Subject leadership |  | |  |  |  |
| Interest & willingness to undertake extra-curricular activities |  | |  |  |  |
| **Please tell us about the candidate’s strengths, qualities and achievements in the role(s)** | | | | | |
|  | | | | | |
| **Areas for development?** | | | | | |
|  | | | | | |
| **Safeguarding, Trust, Capability and Discipline** | | | | | |
| Are/were there any disciplinary/capability warnings recorded in respect of the applicant which are current/were current at time of leaving?  **YES □ NO □** | | | | | |
| **If YES,** please state the reasons for the warning(s) and when they were given | | | | | |
| Is/was any disciplinary/capability action against the applicant pending or unresolved (including whether or not the applicant is currently the subject of a disciplinary/capability investigation)? **YES □ NO□** | | | | | |
| **If YES**, please give details | | | | | |
| Where this request relates specifically to a member of the teaching staff, please provide additional written information ***(if any)*** about whether s/he has, in the last two years been the subject of capability (specifically in relation to competence) procedures established in accordance with regulation 8 of the School Staffing (England) Regulations 2009) and, if so, details of the concerns which gave rise to this, the duration of the proceedings and their outcome. *(NB. Maintained schools are required to provide this information under the School Staffing Regulations, as amended. Academies are required to provide it where it is incorporated within their Funding Agreements).*  Please give details, including dates, of any expired warnings against the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.   1. Details of proven allegation(s): 2. Date(s) of warning(s): | | | | | |
| Do you know of, or have reasonable grounds to suspect, any reason why the applicant may not be suitable to work with children? **YES □ NO□** | | | | | |
| **If YES**, please give details | | | | | |
| **Referee Details:** | | | | | |
| Name:  Position:  School: | | Signature:  Date:  Stamp: | | | |