**Candidate details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Requesting reference for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position applied for:** Reception Class Teacher

# Please complete the following questions:

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| --- |
| **In what capacity did you employ the applicant? In case of NQT applicants, placement details.**  Please give the dates between which they worked with/for you and the role(s) that they held, as well as details of their most recent salary. |
| **Please tell us about the candidate’s strengths, qualities and achievements in the role(s).**  Please comment on:   * The quality of the candidate’s teaching * Outcomes achieved by pupils * Ability to manage behaviour and the quality of relationships they establish with pupils * Ability to set high standards, and create a culture of high achievement and success |
| **What are their areas for development?** |
| **To what extent is the candidate flexible and ready to take on new challenges?**  Please comment on the candidate’s ability to:   * Commitment to after school provision * Work well as part of a team project * Communicate well with school staff and pupils * Plan, carry out a plan and review its impact |
| **Is the candidate reliable and honest?**  If you have any concerns about the candidate’s honesty, reliability or relationships with others, please tell us about them. |
| **Please tell us about the candidate’s interpersonal skills and their relationships with colleagues, parents and, where appropriate, governors and external agencies.** |
| **Are you able to recommend this candidate for this role at our school without any reservations? If your answer is no, please explain your reservations.** |
| **Do you know of any reason that this candidate may not be suitable to work with children? If yes, please explain why and give details.** |
| **Has the applicant been subject to disciplinary procedures? Within the last 2 years, have they been subject to capability procedures?** |
| **Please provide details of absences (unrelated to disability) in the applicant’s most recent 2 years of employment with you.**  How many days of absence did they take?  How many episodes of absence did they have? |

**Referee details:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**