



## **REFERENCES**

- References will only be sought for shortlisted candidates. It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact [hr@ietmat.co.uk](mailto:hr@ietmat.co.uk) before submitting your application form.
- The first referee provided must be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee must be that employer.
- If any of your references relate to your employment at a school or college your referee must be the Head teacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees.
- Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.

### **Example of reference questions for shortlisted candidates:**

- your relationship with the applicant, i.e. did you have a working relationship; if so what; how long have you known the applicant and in what capacity;
- confirmation of details of the applicant's current post and salary (or at time of leaving) and continuous service dates (including service dates in other posts, if relevant);
- whether you are satisfied that the person has the ability to undertake the job in question, including specific comments about the applicant's suitability for the post;
- specific verifiable comments about the applicant's performance history and conduct, including whether or not the applicant has been the subject of capability procedures within the last two years (and, if so, please provide details of the concerns which gave rise to this, the duration of the proceedings and their outcome);
- details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is still current;
- details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired;
- details of any substantiated allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, including the outcome of those concerns (e.g. whether the concerns or allegations were investigated, the conclusion reached and how the matter was resolved);
- Is the applicant subject to any ongoing, outstanding or incomplete disciplinary investigations;
- If known, please confirm his/her reason for leaving and whether you would re-employ the applicant; please also provide reasons if you would not re-employ.

**We may also ask the following questions once an offer has been made to the successful candidate:**

- how many days of sickness absence from work did the applicant have during his/her last 12 months' employment;
- the number of occasions over which this sickness absence was taken.