**APPLICANT REFERENCE FORM (T)**

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| **APPLICANT’S NAME:** | **POST APPLIED FOR:** |
|  |  |

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| --- | --- |
| **NAME OF REFEREE:** | **POSITION:** |
|  |  |
| **NAME OF YOUR SCHOOL/ORGANISATION:** | |
|  | |

|  |  |
| --- | --- |
| **RELATIONSHIP TO APPLICANT:** | |
|  | |
| **APPLICANT’S START DATE:** | **APPLICANT’S LEAVING DATE *(IF APPLICABLE)*:** |
|  |  |
| **OCCUPATION IN YOUR EMPLOYMENT:** | **SALARY:** |
|  |  |
| **REASON FOR LEAVING:** | |
|  | |

*The options described below are intended as a very rough guide and I would ask you to use your professional judgement based on your experience of teachers you know and have known.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Please Tick as Appropriate | | | | | |
|  | | | ***A strength*** | | | ***An area for further development*** | | |
|  | |  | **Excellent** | **Good** | **Average** | **Some weakness/**  **lack of experience** | **Some concerns** | **Not able to comment** |
| 1. | Is hard-working and tenacious. | |  |  |  |  |  |  |
| 2. | Works effectively in partnership with staff to ensure consistent high standards. | |  |  |  |  |  |  |
| 3. | Honest, trustworthy and loyal. | |  |  |  |  |  |  |
| 4. | A team player. | |  |  |  |  |  |  |
| 5. | Communicates well with parents and other adults. | |  |  |  |  |  |  |
| 6. | An excellent role model for young people. | |  |  |  |  |  |  |
| 7. | Has good subject knowledge. | |  |  |  |  |  |  |
| 8. | Is able to recognise own weaknesses as well as strengths. | |  |  |  |  |  |  |
| 9. | Plans and teaches effective lessons. | |  |  |  |  |  |  |
| 10. | Marks and assesses work effectively. | |  |  |  |  |  |  |
| 11. | Speaks with clarity and has strong voice projection. | |  |  |  |  |  |  |
| 12. | Has natural authority and presence - manages class behaviour effectively. | |  |  |  |  |  |  |
| 13. | Willing to contribute to the life of the school beyond the confines of a formal job description. | |  |  |  |  |  |  |
| 14. | Always appropriately dressed and groomed for work. | |  |  |  |  |  |  |
| 15. | Appears to enjoy excellent health, rarely absent from work. | |  |  |  |  |  |  |
| 16. | Never late for work. Attends appointments punctually. | |  |  |  |  |  |  |
| 17. | Good general ICT skills including: internet; email; word; excel; publishing. | |  |  |  |  |  |  |
| 18. | Has the potential for further promotion. | |  |  |  |  |  |  |

***Please tick the appropriate response below:***

|  |  |
| --- | --- |
| **If the applicant had applied for a similar position in your school, would you likely:** | |
| * Consider him/her as an outstanding candidate? |  |
| * Consider him/her as a strong candidate with potential? |  |
| * Consider him/her as a suitable candidate? |  |
| * Consider him/her not to be ready for the post at this time? |  |
| * Consider him/her as a weak candidate? |  |

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| --- |
| **Please add any additional comments you wish to make here or on a separate sheet.** |
|  |

**PLEASE ENSURE THAT YOU ACCURATELY ANSWER THE FOLLOWING SAFEGUARDING QUESTIONS:**

**Has the applicant been subject to any disciplinary or capability procedures?**

If yes, what was the outcome?

**Has the applicant ever been subject to any child protection allegations or concerns?**

If yes, what was the outcome of the enquiry?

**Do you consider the applicant suitable to work with children?**

If no, why not?

|  |  |
| --- | --- |
| **YOUR NAME (PLEASE PRINT):** | |
|  | |
| **SIGNATURE:** | **Date:** |
|  |  |

Thank you for taking the time to complete this form.

Please return via email to: [bbarnes@uai.org.uk](mailto:bbarnes@uai.org.uk)

**Please also post a hard copy to:** Mrs Beverley Barnes

The Ursuline Academy Ilford

Morland Road

Ilford, Essex

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