Private and Confidential

<insert name>

<insert address>

<insert address>

<insert address>

<insert date>

BY FIRST CLASS POST

Dear <insert name>

**Professional Reference Request for shortlisted candidate - <insert name of candidate>**

Under safer recruitment guidance we are contacting you because <insert name> has been shortlisted for the position of <insert position> at <insert school>. Please find attached a job description.

You are advised in order to protect the public, the post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the ROA 1974 (Exceptions) (Amendment) Order 1986. You may therefore reveal information about convictions that would otherwise be considered as “spent”.

Please could you answer the following questions before the interview date of <insert date>.

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Response** |
| 1) | Do you believe the candidate can satisfy all the items on the person specification (see enclosed). |  Yes [ ]  No [ ]  Yes with training [ ]  |
| 2) | How long have you known the candidate (please provide dates). | Date from\_\_\_\_\_\_\_\_\_\_  |
| 3) | In what capacity do you know the candidate (i.e. personal / professional). | Personal [ ]  Professional [ ] Indicate relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4) | Is the candidate subject to any current disciplinary (in particular with regard to the safety and welfare of children) or capability procedures within the last two years? | Yes [ ]  No [ ]   |
| 5) | If yes please provide brief details.  |  |
| 6) | Details of any allegations or concerns that have been raised with the candidate that relate to the safety and welfare of children and young people and behaviour towards children and young people. |  |

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Response** |
| 7) | If there were any allegations or concerns were they investigated, what was the conclusion reached, and how the matter was resolved? |  |
| 8) | Are there any reasons why the candidate should not be employed by this school? |  |
| 9) | Reason(s) for leaving your employment. |  |
| 10) | Their attendance and timekeeping in the last two years. |  |
| 11) | Your name and job title |  |
| 12) | Your signature |  |

We very much hope to hear from you shortly and thank you in advance for your assistance. If you would prefer to send us a letter please ensure you answer the questions above. If you have any queries please don’t hesitate to give me a call on <insert number>.

Many thanks for your assistance, please could you fax this to <insert number> or scan it in an email it to <insert number> together with a copy of your headed paper.

Yours sincerely,

<insert name>

<insert job title>