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|  | **Reference Request Form** |

## Applicant Information

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| --- | --- |
| **Name:** |  |
| **Post Applied For** |  |

## Referee’s Details

|  |  |
| --- | --- |
| **Name:** |  |
| **E-Mail Address:** |  |
| **Phone No:** |  |
| **Position Held:** |  |

|  |
| --- |
| **In what capacity do you know the applicant?** |
|  |

## Applicant’s Employment with You

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| --- | --- | --- | --- |
| **What period did the applicant work for you?** | | | |
| **From** |  | **To** |  |

|  |
| --- |
| **In what capacity were they employed by you?** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **If they are no longer employed by you, why did they leave?** | | | |
|  | **Resignation** |  | **Dismissal (Please provide details in performance section )** |
|  | **Voluntary Redundancy** |  |  |
|  | **Other (Please give further details)** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Would you re-employ this person?** | | | |
| **YES** |  | **NO** |  |
| **If no, why?** | | | |
| **Are you aware of any reason why the Governing Body at St Alban’s / Wirral LA should not employ the applicant into the type of work applied for?** | | | |
| **YES** |  | **NO** |  |
|  | | | |

## Applicant’s Performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Did the applicant perform his/her duties satisfactorily?** | | | | |
| **YES** |  | **NO** |  |  |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To the best of your knowledge has the applicant ever had an allegation made against them, which was founded, in regard to his/her behaviour towards children?** | | | | |
| **YES** |  | **NO** |  |  |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is the candidate subject to any current disciplinary warnings or any current disciplinary investigations not yet finalised or in respect of which penalties or sanctions remain in force (including those prior to leaving)?** | | | | |
| **YES** |  | **NO** |  |  |
|  | | | | |

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| --- |
| **Please review the job description and person specification attached and comment on the applicant’s suitability for this appointment. It would also be helpful if you could describe any strengths and weaknesses you consider the applicant has demonstrated in relation to the requirements of this job and give examples (please continue on a separate sheet if necessary).** |
|  |
| **Please comment on the effectiveness of the applicant’s interactions with:** |

**I declare that to the best of my knowledge that the information I have given in this reference is correct and complete.**

**Signed… Date…**

**Completed forms should be returned to the Businessmanager@stalbans.wirral.sch.uk**