«Title» «FirstName» «LastName»

«JobTitle»

«Company»

«Address1»

«Address2»

«Address\_3»

«Address\_4»

«Address\_5» Date:

Dear **«Title» «LastName»**

**«Job title»**

I have received an application from **«Candidate»** for the above post at **<<Insert name of school>>**.

Your name has been given as a referee and I would be grateful if you would complete and return the attached form. I attach a copy of the job description and person specification for your information.

Please include all matters that might have any relevance to the protection of children. This includes information on attitudes and approaches to children, past incidents of concern*,* and any guidance given to the individual relating to child protection issues, whether dealt with formally or informally.

References should also include information on performance and conduct. Should the candidate be successful and conditionally offered this position, you will then be contacted to provide detail on the individual’s attendance and absence.

This information will help us make a fair and safe appointment. It is requested in line with the Hampshire safer recruitment guidance and the DfE guidance, ‘Keeping Children Safe in Education’.

I would be grateful to receive your reply by email, fax or post by **<<Date>>.**

Please accept my thanks in anticipation of your response.

Yours sincerely

**<<Insert name>>**

Headteacher

**[Insert name of school]**

**Reference Request Form (pre-interview)**

**Name of candidate: Post:**

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate’s job title at your organisation |  | | |
| Candidate’s current salary |  | | |
| Candidate’s dates of employment | From: To: | | |
| How long have you known the candidate? |  | | |
| What is (or was) your relationship to the candidate? |  | | |
| Are (or were) you the candidate’s line manager? |  | | |
| If no, did you directly work with them? |  | | |
| What is the candidate’s reason for leaving their current role? |  | | |
| Do you have any reservations about the candidate’s motivation or suitability to work with children?  *If yes, please provide details / explanation of your concerns. Please include all matters that might have any relevance to protection of children, including, but not limited to:*   * *information on attitudes and approaches to children,* * *past incidents of concern,* * *involvement with radicalisation* * *and any guidance given to the individual**relating to child protection issues, whether dealt with formally or informally.* |  | | |
| Has the candidate been subject to disciplinary procedures?  *Where applicable, provide detail of the nature of the concerns that gave rise to the procedures being applied, the duration of the proceedings and the outcome.* |  | | |
| Has the candidate been subject to capability procedures?  *Please note maintained schools are required to provide this detail, where requested, in respect of candidates applying for teaching positions in maintained and academy schools.*  *Where applicable, provide details of the nature of the concerns that caused the procedures to be applied, the duration of the proceedings and the outcome.* |  | | |
| Would you re-employ the candidate in the same capacity?  If no, please state why. | **YES** | **NO** | Comments: |

**Please complete the form below as comprehensively and accurately as possible**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Person Specification and Job description Criteria** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** | **Comments** |
| <<Insert as many lines as required reference the PS and JD>> |  |  |  |  |  |
|  |  |  |  |  |  |
| The candidate is highly competent in all elements of the relevant standards. |  |  |  |  |  |
|  |  |  |  |  |  |
| **Person Specification and Job description Criteria** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** | **Comments** |
| The candidate’s achievements and contribution to the school are substantial and sustained. |  |  |  |  |  |
| The candidate has excellent professional knowledge. |  |  |  |  |  |
| The candidate has undertaken a broad range of professional development. |  |  |  |  |  |
| The candidate has established excellent working relationships with colleagues. By this they are able to motivate, lead and support colleagues. |  |  |  |  |  |
| The candidate has established excellent and appropriate working relationships with pupils. |  |  |  |  |  |
| The candidate has developed good working relationships with parents |  |  |  |  |  |
| The candidate is able to exercise appropriate classroom control and management of pupil behaviour. |  |  |  |  |  |
| The candidate has taken part in a range of extra-curricular activities. |  |  |  |  |  |

Please record any additional comments that you would like to make about this candidate, in particular about the candidate’s performance and conduct and any concerns that are held about the person’s suitability for this post.

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

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

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

Current position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_