



Danes Hill School Staff Recruitment Reference Form

CONFIDENTIAL REFERENCE FOR :

FOR THE POSITION OF:

BACKGROUND

How long have you known the candidate and in what capacity?	
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PERSONNEL MATTERS

Candidate's position when you knew him/her	
Dates of the candidate's employment when known by you	From (month & year): To (month & year):
Reason for leaving	
Please describe the candidate's main duties when you knew him/her	
Would you re-employ this candidate? If not , please explain why not	Yes/No
During his/her employment, did the candidate perform his/her duties to your satisfaction? If you were dissatisfied, please explain the reasons for your dissatisfaction	Yes/No
During his/her employment, did the candidate present him/herself professionally with colleagues and those he/she dealt with?	Yes/No
Candidate's salary when you knew him/her	£ per annum
How many days was the candidate off work sick over the last 2 years?	Days
Do you believe that the candidate is physically and mentally fit to work in a school environment? If no please elaborate including, where appropriate, any reasonable adjustments which were made during employment to enable the candidate to perform his/her duties	Yes/No

SUITABILITY FOR THE POST

Do you believe that the candidate has the ability and is suitable to undertake this position? If no please give details using a separate sheet if necessary	Yes/No
What makes the candidate particularly suitable for this position? If you do not consider the candidate to be suitable, please elaborate using a separate sheet if necessary	
How well does the candidate meet the person specification? If you do not consider the candidate able to meet the specification, please elaborate	

SUITABILITY TO WORK WITH CHILDREN

Are you completely satisfied that the candidate is suitable to work with children? If not , what are your concerns? Please use a separate sheet if necessary	Yes/No
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DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS

Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current? If yes please give details (using a separate sheet if necessary)	Yes/No
Did the candidate's role involve contact or responsibility for children or young people?	Yes/No
<p>If YES:</p> <p>Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people, including any where the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed? If yes, please give details using a separate sheet if necessary</p> <p>Have there been any allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children and young people? If yes please give details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved</p> <p>Have there been any concerns about the candidate's behaviour towards children or young people? If yes please give details, including the outcome of those concerns and how the matter was resolved.</p>	

NAME:

DATE:

POSITION :

ORGANISATION:

Should you respond by post or email, we are required by law to verify that this reference has indeed been sent by you. Please provide your telephone number for this purpose:

RMA

FULL date of form: 25 January 2019

Policy review: Feb 20