**School Reference Request**



**[Address**

**and contact details]**

**Private and Confidential**

**[Name and address]**

**[Date]**

Dear

**Name of Candidate – *[name]***

**Post applied for – *[post title]***

The above person has applied for a post at [name] school [or alternative location] and has given your name as a referee. I enclose a job description and person specification for your information.

I would appreciate it if you could complete the attached form as comprehensively and accurately as possible and return it to me within 5 working days. If you would prefer to send a letter, please would you ensure that you answer all of the questions in order to enable us to fulfil our safer recruitment duties.

This post involves working with children and young people, therefore please include any information that you feel is relevant, in order to help us to protect our pupils/students from unsuitable adults.

Due to the nature of this post it is exempt from the Rehabilitation of Offenders Act 1974. I must therefore ask you to provide us with details of any unspent cautions, reprimands or charges, that are not classed as “protected” under the Exceptions Order 1975 (2013). All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering guidance.

https://www.gov.uk/government/collections/dbs-filtering-guidance.

This information will be treated in the strictest confidence.

Please note that the individual is entitled to see references at the recruitment stage. If appointed, this reference will be held on their personal file, which they may access at some time in the future. All information will be retained in line with the General Data Protection Regulations and Data Protection Act 2018.

Thank you for your help in this matter and please do not hesitate to contact me if you have any queries.

Yours sincerely

***[name and post title]***

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***[List enclosures as applicable]***



**SCHOOL REFERENCE REQUEST FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Candidate’s Name: |  | | | | |
| Post applied for: |  | | | | |
| School/location: |  | | | | |
| Name of Referee: |  | | | | |
| Referee’s Tel No: |  | | | | |
| Referee’s email address: |  | | | | |
| **PAST EMPLOYMENT DETAILS** | | | | | |
| How long and in what capacity have you known the candidate? | | | | | |
| What is (or was) the candidate’s job and main responsibilities? | | | | | |
| When did the candidate work for your organisation? | | | From: | | To: |
| What is his/her current salary (or salary when leaving your post)? | | | | £ | |
| If the candidate has left your employment, please state the reason: | | | | | |
| **ATTENDANCE** | | | | | |
| Please include the number of days absent due to illness in the last 12 months. Were any patterns of sickness identified? | | | | | |
| **CONDUCT** | | | | | |
| Please comment on the candidate’s conduct and disciplinary record: | | | | | |
| Did you find him/her to be:  Honest?  Punctual?  Reliable?  If no, please provide further information: | | | | | |
| Have you ever referred the candidate to any agency due to your concerns (e.g. to the Disclosure and Barring Services (DBS) or Teaching Regulation Agency (TRA))  If you have any concerns about the candidate’s suitability to work with children and young people, please give details here: | | | | | |
| Are you aware of any convictions, criminal offences, cautions or reprimands, particularly in relation to an offence against children or vulnerable adults?  If yes, are you aware of the date(s) issued?  *NB This post is exempt from the Rehabilitation of Offenders Act* (see covering letter for more details). | | | | | |
| Are there any disciplinary warnings recorded in respect of the applicant?  If yes, please state the reasons for the warning(s) and when given: | | | | | |
| **PERFORMANCE AND SUITABILITY** | | | | | |
| Please comment on the candidate’s suitability for the post applied for: | | | | | |
| Please comment on the candidate’s ability to work with and relate to children, and to manage difficult behaviour of children and young people, if appropriate: | | | | | |
| Please comment on his/her individual strengths or areas for development: | | | | | |
| Please provide any other information that you think is relevant, including any specific concerns with regard to the person’s suitability for this post. | | | | | |
| Would you re-employ the candidate?  If no, why? | | | | | |
| **Your signature:** | |  | | | |
| **Your name:** | |  | | | |
| **Date of this reference:** | |  | | | |
| **Position in organisation:** | |  | | | |

**Additional information can be provided on a separate sheet, if necessary**

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**THANK YOU FOR YOUR HELP**