

Strictly Confidential – Employment Reference Questionnaire

IMPORTANT - please complete this form as fully as possible. Please state “not applicable” where necessary. Please note that the school holds the referee responsible for ensuring this reference is accurate and does not contain any material misstatement or omission. Please be aware that the content of this reference may be discussed with the applicant.

Name	
Position held	
School/Employer	
Dates of employment	
Annual salary, scale and point upon leaving date	
Reason for leaving (if applicable)	

Personal Evaluation				
	Outstanding	Good	Adequate	Inadequate
Punctuality and commitment				
Interaction and relationships with children				
Interaction and relationships with other adults				
Ability to work as part of a team				
Shows initiative				
Attention to detail				
Resilience under pressure				
Works hard to achieve objectives and goals				
An interest in opportunities for professional growth				
Professional and personal values, integrity and honesty				
Leadership <i>(if applicable)</i>				
Teaching staff only				
Teaching ability (with reference to Teachers’ Standards)				
Curriculum knowledge/skills				
Classroom engagement				
Behaviour management				
Planning, structuring and prioritising own work				
Subject leadership				
Interest & willingness to undertake extra-curricular activities				
Please tell us about the candidate’s strengths, qualities and achievements in the role(s)				

Areas for development?**Safeguarding, Trust, Capability and Discipline**

Are/were there any disciplinary/capability warnings recorded in respect of the applicant which are current/were current at time of leaving? **YES** **NO**

If YES, please state the reasons for the warning(s) and when they were given

Is/was any disciplinary/capability action against the applicant pending or unresolved (including whether or not the applicant is currently the subject of a disciplinary/capability investigation)? **YES** **NO**

If YES, please give details

Where this request relates specifically to a member of the teaching staff, please provide additional written information **(if any)** about whether s/he has, in the last two years been the subject of capability (specifically in relation to competence) procedures established in accordance with regulation 8 of the School Staffing (England) Regulations 2009) and, if so, details of the concerns which gave rise to this, the duration of the proceedings and their outcome. *(NB. Maintained schools are required to provide this information under the School Staffing Regulations, as amended. Academies are required to provide it where it is incorporated within their Funding Agreements).*

Please give details, including dates, of any expired warnings against the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

(i) Details of proven allegation(s):

(ii) Date(s) of warning(s):

Do you know of, or have reasonable grounds to suspect, any reason why the applicant may not be suitable to work with children? **YES** **NO**

If YES, please give details

EMPLOYMENT POTENTIAL

a) If you had a vacancy, would you employ/re-employ him/her ? **YES** **NO**

b) Do you recommend him/her for this post:

i) Unreservedly

ii) With reservations (please state below)

Referee Details:

Name:

Position:

School:

Signature:

Date:

Stamp: