St. Mary’s C of E (Aided) Primary School, 12 The Green, Chipping Norton, OX75DH

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| **REFERENCE REQUEST FORM - ESSENTIAL INFORMATION** Please continue on a separate sheet if necessary | |
| Name of applicant: | Job title (in your employment): |
| Start date: | Date of leaving (where applicable): |
| Reason for leaving: | |
| Current or most recent salary or salary point, plus any allowances: | |
| Capacity in which you know/knew the applicant: | |
| Length of time you have known/knew them in this capacity: | |
| In your view, does the applicant’s overall performance suggest that they are equipped to fulfil the responsibilities of the post for which they are applying? Yes/No  If no, please comment:- | |
| Is the applicant (or were they at the date of leaving your employment) subject to any informal or formal disciplinary or capability procedures (including investigations) or sanctions? Yes/No  If yes, please provide details:- | |
| In the preceding two years, has the applicant been subject to any formal capability procedures? Yes/No  If yes, please provide details:-  (*Regulation 8A of the School Staffing (England) Regulations 2009 requires schools (maintained or academy) to provide this information in relation to teaching posts. For other posts, referees are asked to provide relevant information as part of their obligation to provide a fair and accurate reference.)* Yes / no | |
| Have there been any substantiated safeguarding concerns/allegations in relation to this applicant that have met the harm threshold and therefore impact their suitability to work with children or young people? Yes/No  If yes, in accordance with safer recruitment guidance, please include details of the outcomes of those concerns i.e. whether allegations or concerns were investigated, the conclusion reached and how matters were resolved. It is important that the information provided in this section is factual and does not include opinions.  [**Important** – to avoid any unfair and unnecessary detriment to candidates this reference should not include information about concerns or allegations which are unsubstantiated, unfounded, false and malicious. This reference should also not include any information about repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated, or malicious.] **For further information please refer to Part 4 of Keeping Children Safe in Education 2022** [**Keeping children safe in education 2022 (publishing.service.gov.uk)**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf) | |
| Is/Was their general attendance (unrelated to health) and punctuality good? Yes/No  Excellent Very Good Satisfactory (please delete as necessary)  If no, please comment:- | |

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| Would you re-employ the applicant?  If no, please comment:- | | | | | | |
| In your opinion, is there any reason why the applicant should not be employed to work with children or be employed in a school?  If yes, please comment:- | | | | | | |
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| **REFERENCE REQUEST FORM - FURTHER INFORMATION**  Please rate (highlight as appropriate) and comment, to the best of your knowledge, on the applicant’s ability, typical performance or any specific activities they have undertaken in the following areas (continuing on a separate sheet if necessary): | | | | | |
| **1. Building and maintaining effective working relationships.** (If currently or previously employed in a school environment, please comment on relationships with pupils, parents, colleagues and the wider school community) | | | | | |
| Excellent | Good | | Fair | | Unsatisfactory |
| Comments: | | | | | |
| **2. Willingness to learn and develop/continuous professional development.** | | | | | |
| Excellent | Good | | Fair | | Unsatisfactory |
| Comments: | | | | | |
| **3. Flexibility.** (For example, willingness to undertake varied tasks and/or new methods commensurate with grade or professional standing) | | | | | |
| Excellent | Good | | Fair | | Unsatisfactory |
| Comments: | | | | | |
| **4. Team working. (Ability to work co-operatively with colleagues and share responsibility for team outputs)** | | | | | |
| Excellent | Good | | Fair | | Unsatisfactory |
| Comments: | | | | | |
| **5. Ability to prioritise work and meet deadlines** | | | | | |
| Excellent | Good | | Fair | | Unsatisfactory |
| Comments | | | | | |
| **6. Ability to use own initiative appropriately** | | | | | |
| Excellent | Good | | Fair | | Unsatisfactory |
| Comments: | | | | | |
| **7. Communication**, both written and verbal, with varying audiences | | | | | |
| Excellent | Good | | Fair | | Unsatisfactory |
| Comments: | | | | | |
| **8. In your opinion, are there any elements of the post that you think the applicant may have difficulty with?** | | | | | |
| Yes | | | No | | |
| If yes, please comment: | | | | | |
| **9. For all posts, overall, how would you grade your recommendation for this applicant for the above post?** | | | | | |
| Strongly recommend | | Recommend with reservations stated below | | Do not recommend | |
| Any Comments: | | | | | |

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| Signed: |  |
| Name: |  |
| Position: |  |
| Date: |  |

**Please scroll down to Part Two, this page is deliberately left blank**

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| **REFERENCE REQUEST FORM – PART 2**  **Additional information only to be considered after any offer of employment** |
| **Name of applicant:** |
| **How many days of sickness absence has the applicant had/did the applicant have in their last 12 months of employment?** |
| **Over how many separate occasions did these absences occur?** |
| **Any comments:**  *(Note: Under the Data Protection Act, sensitive data regarding reasons for absence may only be included with the applicant’s permission)* |
| **Signed (referee):** |