

REQUEST FOR FAITH AND CHARACTER REFERENCE LETTER

This letter should be sent together with the pro forma on the following page and a copy of the *Diocesan Briefing Note on Practising Catholic* by the chair of the board to the parish priest whose name and address are given on the application form.

CONFIDENTIAL

Dear Father

(Name and address of applicant)

_____ has applied to this school for the post of headteacher/deputy headteacher and has given your name as a referee. I should be grateful if you would answer all of the questions on the attached questionnaire in as much detail as you are able. In the interests of fairness the board has decided that only written responses will be accepted.

It is a requirement of this post that the candidate meets the requirements of 'practising Catholic' in line with the Diocesan Briefing Note. This document is included for your information.

Please ensure that the statement provided is reliable, and based on a careful and accurate assessment with full and frank disclosure of all relevant matters. I hope the questionnaire helps you in this respect.

As additional information, which you may find useful, I enclose a copy of the job description and criteria of appointment for the post.

I am enclosing a stamped addressed envelope for your reply.

The selection interviews will be held on _____. Please supply the information by _____.

I thank you in anticipation for your assistance in this matter.

Yours sincerely

(Name)
Chair of the board