

# REQUEST FOR PROFESSIONAL REFERENCE

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Dear

(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 give your confidential professional assessment of *(name)*'s suitability for the post by answering all of the questions on the attached questionnaire in as much details as you are able. I enclose a copy of the criteria for appointment and would particularly ask that you comment on *(name)*'s significant strengths or achievements in the experiences, skills and qualities specified within that document.

Please comment on the candidate's experience and commitment to their duties/responsibilities, the age groups taught and their knowledge and experience of safeguarding.

Finally, I would be very grateful if you could state whether you recommend this person for appointment without reservation.

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