

REQUEST FOR PROFESSIONAL REFERENCE PRO FORMA

Applicant's name:	
Address:	
School applied for:	
Post applied for:	

1. How long have you known this person?
2. In what capacity do you know this person?
3. Has this person ever been the subject of any disciplinary action (including investigations) whilst in your employment? ;
4. If yes to 3, please state the outcome and date (and whether safeguarding concerns):
5. Since this post is considered exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1986), it would be in order for you to reveal any information you have about any convictions against this person. Please give details if applicable.
6. Do you have any concerns regarding the candidate working directly with children and young people?
7. Are you aware of any reason which renders the applicant unsuitable for this position?

8. If the person has left your employment, please indicate reason and date of leaving:

9. Would you re-employ this person in the same capacity within your organisation?

10. Please refer to the person specification and give your assessment on the following:

a) The applicant's personal qualities and experience:

b) The applicant's abilities and skills:

c) The applicant's work performance:

d) Please give details of any areas of weakness in the candidate's performance:

11. Please comment on the candidate's effective working relationships with:

a) Line manager:

b) Colleagues:

c) Other professionals:

d) Parents:

12. Do you have confidence in this person as a leader in a Catholic school?

13. Please add any additional comments which could assist in deciding whether to employ this candidate:

14. State whether you recommend this person for appointment without reservation:

Name of referee:	
Position:	
Signature:	
Date:	

Name and Address of Referee's Organisation:	
Telephone:	
Email Address:	