This letter is provided as a template and will need to be amended to suit the circumstances of each individual case. Advice should be sought from your EPM HR Adviser.

\*Please delete this box on adoption

[On headed notepaper]

EPM Model Reference Request Form

[Address]

[Date]

Dear [Name],

Reference request for [name of applicant]

[Name of applicant] has recently made an application for the post of [job title] and has given your name as a referee. A copy of the job description is enclosed. I would be grateful if you could provide the information requested on the [enclosed or attached] proforma. Candidates will be interviewed on [date] and it would be much appreciated if I could have your reply by [date]. [A stamped addressed envelope is enclosed for your convenience] [it would be appreciated if you would also post an original signed copy to the above address].

[I have included a copy of the declaration we have received from NAME OF APPLICANT confirming their consent for you to provide a reference].

I should like to thank you in advance for your co-operation.

Yours sincerely

[Signature]

[Name]
[Job Title]

Reference Request Form: Support Staff

|  |  |
| --- | --- |
| Applicant name: |  |
| Post applied for: |  |
| Name of referee: |  |
| Job title of referee: |  |
| Referee’s employer: |  |

Consent

I confirm that [employer name] has the explicit consent of the applicant to request the information detailed on this reference. Please refer to a copy of the signed consent included with the reference request.

Please respond to all questions indicating “none” or “not applicable” or “not known” where appropriate.

|  |
| --- |
| Your relationship to the applicant (e.g. employer, line manager, etc.). |
|  |
| In what capacity is/was the applicant employed? Please enclose a job description if possible. |
|  |
| What is the applicant’s current pay (or pay at the time they left employment with you)? |
|  |
| If the applicant has left your employment, please give the reason. |
|  |
| This post is in “regulated activity” and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, it is essential that you let us know if, for any reason, you have concerns about the employment of this person in a School setting where they will come into contact with children. Do you have any concerns? |
| Yes/No(please enclose details separately under confidential cover) |
| Was there any formal disciplinary action pending or any current disciplinary sanctions against the applicant when they left your employment? |
| Yes/No(please enclose details separately under confidential cover) |
| Are there any formal disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including anywhere the disciplinary sanction may have expired.Please provide details of the allegations investigated, the conclusion and how the matter was resolved. |
| Yes/No(Please enclose details separately under confidential cover. Informal action or cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included).) |

|  |
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| Has the applicant been subject to any capability proceedings in the last two years? |
| Yes/No(please enclose details separately under confidential cover) |
| Would you re-employ the applicant in the same job as they currently hold or held? |
| Yes/No |
| Would you be prepared to appoint the applicant to a similar post in your organisation? |
| Yes/No |
| Between what dates was the applicant employed by you? |
|  |

|  |
| --- |
| Assessment of applicant from your experience in their work. Please mark the relevant box. |
| Area | Outstanding | Good | Satisfactory | Poor | Not known/applicable/relevant |
| Reliability in meeting deadlines and completing a course of action |  |  |  |  |  |
| Punctuality |  |  |  |  |  |
| Managing time effectively |  |  |  |  |  |
| Knowledge, skills and level of competence |  |  |  |  |  |
| Accuracy and appropriateness of written communication e.g. report and letter writing |  |  |  |  |  |
| Working energetically and calmly with others, delegating and communicating appropriately |  |  |  |  |  |
| Resilience when facing problems or difficulties |  |  |  |  |  |
| Exercising responsibility and showing initiative |  |  |  |  |  |
| Managing other staff effectively |  |  |  |  |  |
| Showing initiative and taking positive action towards continuous improvement in job role and more widely |  |  |  |  |  |
| Proactively reviewing own performance, positively accepting and acting on advice for improvement |  |  |  |  |  |
| Positive relationships with children |  |  |  |  |  |
| Behaviour management in accordance with School policy |  |  |  |  |  |
| Understanding of child protection and safeguarding issues |  |  |  |  |  |

It would be helpful if you would enclose a further statement giving your opinion of the applicant’s suitability or otherwise for this post, including any other information about this applicant that you think would help the selection panel (not including information about allegations which are unsubstantiated, unfounded, false, or malicious).

I understand that:

* I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
* The content of the reference may be discussed with the applicant.

|  |  |
| --- | --- |
| Signed |  |
| Name |  | Date |  |
| Official StampPlease also send a covering letter on headed paper |  |