## Reference request letter

Dear

**Name of Applicant:**

**Current Post:**

**Post Applied For:**

I should be grateful if you could let me have your views on this applicant's suitability for the above post, details of which are enclosed. These views will enable the Selection Panel to decide which applicants most closely match the agreed selection criteria. References have been sought on all short-listed applicants.

It would be helpful if you would restrict your response to two sides of A4 paper, using the following paragraph structure:

1. How long you have known the candidate, in what capacity, and the dates they have been employed with you.
2. Current and previous contexts for the applicant's work where relevant.
3. Current range of responsibilities and experience and level of effectiveness in current post.
4. Educational philosophy, professional awareness and preparation for the post applied for.
5. Knowledge and skills, personal and professional qualities.
6. Any relevant additional information.

A judgement on the applicant's potential and suitability for the post, using as a final recommendation one of the following:

(a) Recommended, without reservation, for appointment.

(b) Strongly recommended for appointment.

(c) Recommended for appointment.

(d) Recommended for consideration.

(e) Not recommended for appointment.

This position involves working with children and I would be grateful if you could state whether you have any reservations with regard to the applicant's suitability to work with children.

I would also be grateful if you could state whether the applicant has been subject to any disciplinary procedures where the sanction is current, or disciplinary procedures involving issues relating to the safety and welfare of children and young people, including those where the sanction has expired. Please also provide information of any genuine or malicious allegations that have been made about the applicant in relation to the safety and welfare of children and young people, including the outcome of those allegations.

If you are aware that this person has been disqualified from working with children you are required to include this in your reference.

Please note that under the Criminal Justice and Court Services Act 2000 it is an offence:

1. for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminal Records Bureau, or has been disqualified from working with children as part of a sentence.
2. to knowingly offer work in a 'regulated position', ie work which will have regular contact with children, to a disqualified individual or to fail to remove an individual from such work.

Please be aware that under certain circumstances, Data Protection legislation provides for references to be disclosed to applicants where requested.

The Selection Panel will be meeting to interview candidates on       and it would assist the process if you could forward the reference electronically to the e mail address at the top of this letter or if this is not possible return it in the enclosed stamped, addressed envelope.

In accordance with Government’s guidance on Safeguarding Children a reference will be required before any offer of employment can be made.

The Selection Panel have asked me to express their appreciation of your help.

**This reference may be shown to the candidate at interview unless it is headed "confidential".**

Yours sincerely

**ENC**

**CONFIDENTIAL REPORT ON THE SUITABILITY OF A CANDIDATE WHO IS BEING CONSIDERED FOR APPOINTMENT TO THE HEADSHIP OF A SCHOOL**

**Name:**

**Current post:**

**Has applied for the post of:**

|  |
| --- |
| **Known strengths of the candidate** |

**Code of Practice - Comments upon the candidate’s suitability for appointment:**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No** | **If yes, please comment** |
| Is the candidate or has he/she been the Headteacher or senior teacher of a school placed in special measures or serious weaknesses for reasons attributable to his/her performance? |  |  |
| Does the candidate teach in a school in which standards of performance in NC assessments or public exams have worsened for reasons attributable to his/her performance? |  |  |
| Is the candidate the subject of a pattern of repeated and serious complaints not yet fully investigated and/or addressed? |  |  |
| Is the candidate or has he/she been the Headteacher or senior teacher of a school in which mis-management has led or is leading to suspension of delegation for reasons attributable to the candidate? |  |  |
| **Known areas for improvement / reservations (not indicated above)** | | |

**How highly do you rate the candidate’s suitability for the post?**

**Please tick one box:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **\* Recommended for appointment, without reservation** | **Strongly recommended for appointment** | **Recommended for appointment** | **Recommended for consideration** | **Not recommended** |

**\*** *NB This level of recommendation should normally only be used if the candidate has previously demonstrated their abilities in a post at this level.*

**NAME AND TITLE OF PERSON   
MAKING RECOMMENDATION**

**SIGNATURE**