**Example reference form**

**Reference Request Form**

|  |  |
| --- | --- |
| Reference in respect of: |  |
| Role or post applied for: |  |
| Date s/he commenced employment/volunteering with you (from – to dd/mm/yy): |  |
| Length of time you have known him/her: |  |
| Capacity in which employed/known: |  |
| Main duties: |  |
| Final salary: |  |
| Date of leaving: |  |

**Attendance record:**

|  |  |
| --- | --- |
| Number of days of absence in the last two years (excluding annual leave): |  |
| Please provide reasons for absence: |  |

**Sickness record:**

|  |  |
| --- | --- |
| Number of days of sickness absence in the last two years: |  |

**Safeguarding:**

|  |  |
| --- | --- |
| Has the candidate previously been reported to the Disclosure and Barring Service (under the Safeguarding Vulnerable Groups Act 2006)? | Yes/No.  If yes, please give details: |
| Are you aware of any reason why this person might not be suitable to work with children? |  |
| Are you aware of any previous disciplinary action taken against this person where there were concerns relating to children’s safety or protection? If so, please give details: |  |
| Are you aware of any current investigations or of any disciplinary sanctions which remain against this person? This may or may not be related to children’s safety or protection? If so, please give details: |  |

**Please comment on the applicant’s qualities in relation to the following:**

|  |  |
| --- | --- |
| Honesty: |  |
| Reliability: |  |
| Punctuality: |  |
| Ability to work as part of a team: |  |
| Ability to prioritise workload: |  |
| (Where relevant to the role) Understanding and knowledge of child protection and children’s safety issues: |  |
| (Where relevant to the role) Please comment on the applicant’s suitability and overall ability to work with children: |  |
| Would you re-employ the applicant? | Yes/No |
| Please add any further comments or information that you feel are relevant to the applicant’s proposed new role: |  |

Signature:

Date:

Organisation/company:

Name (in block capitals):

Position:

Telephone:

Email:

Postal address: