

REFERENCE REQUEST FORM FOR THE POSITION OF HEAD AT COLFE'S SCHOOL

Name of Applicant	Sample – please do not complete
Name of Referee	
Position and Organisation	

Personnel Matters	
How long have you known the applicant and in what capacity?	
Applicant's current position	
How long have you worked/did you work with the applicant?	
Please confirm the applicant's role and/or duties	
Please confirm the applicant's dates of employment with you (month and year)	Employment commenced: _____ Employment ended: _____
If the applicant has ceased employment with you, please confirm the reason for leaving	
Please confirm the applicant's present	

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salary (current employer only)	
Do you feel that the applicant is suited for the demands of this role?	

Disciplinary Record and Child Protection Issues	
<p>Has the applicant been subject to any disciplinary procedures where the disciplinary sanction is still current?</p> <p>If so, please give details.</p>	
<p>Has the applicant, at any time, been subject to any disciplinary procedures relating to the safety and welfare of children or young people?</p> <p>If so, please give details.</p> <p>Do not include allegations which have proven to be unsubstantiated, unfounded or malicious.</p>	
<p>Have there been any concerns about the applicant's behaviour or attitude towards children or young people?</p> <p>If so, please give details including the outcome of those concerns and how the matter was resolved.</p>	
<p>Do you know of any reason why the candidate should not be appointed to a position that gives</p>	

<p>unsupervised access to children and young people?</p> <p>If so, please give details.</p>	
<p>Under the School's Prevent duty we are advised to also ask referees: do you know of any involvement by the applicant in activities that might be described as "extremism" such as active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs?</p> <p>If yes, please explain.</p>	

Suitability for the Post

From the job and person specification, please comment on the applicant's suitability for the role of Head at Colfe's School, in particular:

- how you would see them facing the challenge of this role
- whether you feel they have any areas of deficiency as an Educational Leader
- do you have a high degree of confidence that they would do well in this role, why/why not?
- is there anything else that you would like to add that you feel will help the selection committee make the right choice?

Please write as fully as possible in this section (this box will expand as you type).

Signature	
Signed	
Full Name	
Dated	
Preferred email address (for verification purposes)	
Preferred contact telephone number (for verification purposes)	