

## REFERENCE REQUEST FORM FOR THE POSITION OF HEAD OF SENIOR SCHOOL AT ST ANDREW'S SCHOOL, TURI, KENYA

<b>Name of Applicant</b>	<b>SAMPLE ONLY – DO NOT COMPLETE</b>
<b>Name of Referee</b>	
<b>Position and Organisation</b>	

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 when working with you	
Please confirm the applicant's dates of employment with you (month and year)	<div>Employment commenced:</div> <div>Employment ended:</div>
If the applicant has ceased employment with you, please confirm the reason for leaving	

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Please confirm the applicant's present 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>	
Do you know of any reason why the candidate should	

not be appointed to a position that gives unsupervised access to children and young people?

If so, please give details.

### Suitability for the Post

From the job and person specification, please comment on the applicant's suitability for the role of Head of Senior School at St Andrew's School, Turi, Kenya 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)