



Reference Reply Form *(Working with Children)*

Name of Candidate:

Post applied for:

Date of employment: From: / / To: / /

Reason for Leaving:

Your relationship to the candidate:

How long have you known the candidate / has the candidate worked for you?

What is the candidate's current job?

What is their current salary / salary on leaving?

Please comment on the candidate's ability to do the job for which they have applied, using the job description provided to help you:

How has the candidate met the requirements of the Person Specification in their current role?

Are you satisfied that the candidate is suitable to undertake the job for which they have applied?

Please see over:

RESTRICTED

Please comment on the candidate's performance history and conduct with you. If there have been any performance management or capability issues then please provide details of those, any action taken to rectify those issues, and the outcome of any such action plan.

Has the candidate been the subject of any disciplinary procedures in which the disciplinary sanctions are still current, or are they currently subject to an ongoing disciplinary procedure? In particular, please advise if the candidate has been subject to any disciplinary procedures involving issues related to the welfare of children or young people, including any where the disciplinary sanction has expired, and the outcome of those proceedings.

Please give details of any allegations or concerns that have been raised about the candidate that relate to:

- The safety and welfare of children or young people
- Behaviour towards children or young people

Please give details of the outcomes of those concerns, e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.

Are you aware of any convictions concerning the candidate or of any convictions pending that we should be aware of?

Please see over:

RESTRICTED

Finally, please confirm that you are satisfied with the candidate's suitability to work with children and young people, and if not, please give specific details of your concerns and the reasons you believe that they are not suitable to work with children and young people.

Thank you for your co-operation. Please provide your details below and return this completed form in the pre-paid envelope provided.

Name (printed): Job Title:

Signature: Date: / /

Organisation Stamp:
(or please attach a headed compliment slip)