

## Reference Form

Please read and complete this form as soon as possible. Remember that you have a duty to answer these questions in a fair and accurate way that is not misleading or does not contain any omission. If you run out of space, continue on separate sheets.

<b>Name of Applicant:</b>	
<b>Post applied for:</b>	

**1) Please describe your relationship with the candidate, how long you have known the candidate and in what capacity.**

--

**2) Please confirm the following details regarding the applicant:**

<b>a) the applicant's current post:</b>	
<b>b) the applicant's start date:</b>	
<b>b) if former employee, the applicant's leaving date:</b>	
<b>d) if current employee, the applicant's salary point/current salary:</b>	

**3) Taking into account the enclosed job description and person specification, please indicate whether you are satisfied that the candidate has the ability to undertake the job in question.**

Please include specific comments about the applicant's suitability for the post applied for in light of the person specification. Also, please provide specific, verifiable comments about the applicant's performance and conduct in your organisation.

**4) Has the candidate been subject to any capability or underperformance investigations?**

If **yes**, please give details:

**5) Please confirm whether you are completely satisfied that the candidate is suitable to work with children:**

Yes

No

If **no**, please provide the specific details of your concerns and the reasons why you believe the candidate might be unsuitable.

**6) Has the applicant has been subject to disciplinary procedures involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired?**

Yes

No

If **yes**, please provide details and the outcome:

**7) Has the applicant been the subject of any allegations or concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people?**

Yes

No

If **yes**, what was the outcome of those concerns, for example whether the allegations or concerns were investigated, the conclusion reached, and how the matter was resolved:

**8) (For current Newcastle City Council employees only) Has the applicant been convicted of a criminal offence or been the subject of a caution or bind-over order during the last 3 years of their employment ?**

Yes:

No:

If **yes**, please give details:

For completion by the referee:

**Name:**

**Position:**

**Organisation:**

**Signature:**

**Date:**

Updated: November 2010