The reference request form is a strictly confidential document used by The Ladder Group when assessing an applicant’s suitability for a position. Please submit this form at your earliest opportunity as an offer of employment is dependent on the timely receipt of this reference. Thank you for your assistance.

**Section 1: Applicant Information**

|  |
| --- |
| **Please confirm**: |
| Name: |  |
| Current job title: |  |
| Start date: |  |
| End date: |  |
| Current salary: |  |
| Reason for leaving: |  |
| In what capacity do you know the applicant and for how long have you known them? |
|  |

**Section 2: Discipline/Capability**

|  |  |
| --- | --- |
| Is the applicant subject to any current disciplinary proceedings?: | YES [ ]  NO [ ]  |
| If ‘YES’, please provide details:  |

**Section 3: Duties**

|  |
| --- |
| Please give details of the applicant’s duties in their current role: |
|  |

**Section 4: Knowledge, Skills and Personal Qualities**

Please tick the appropriate box indicating your assessment of the candidate in relation to the criteria identified below:

| **CRITERIA** | **EXCELLENT** | **GOOD** | **SATISFACTORY** | **UNSATISFACTORY** |
| --- | --- | --- | --- | --- |
| Honesty and integrity |[ ] [ ] [ ] [ ]
| Punctuality |[ ] [ ] [ ] [ ]
| Motivation and drive |[ ] [ ] [ ] [ ]
| Working in a team |[ ] [ ] [ ] [ ]
| Initiative and ability to work without supervision |[ ] [ ] [ ] [ ]
| Flexibility |[ ] [ ] [ ] [ ]
| Reliability |[ ] [ ] [ ] [ ]
| Communication skills |[ ] [ ] [ ] [ ]
| Quality of work and attention to detail |[ ] [ ] [ ] [ ]
| Planning work and meeting deadlines |[ ] [ ] [ ] [ ]
| Discretion  |[ ] [ ] [ ] [ ]
| Attitude to work |[ ] [ ] [ ] [ ]
| ICT knowledge |[ ] [ ] [ ] [x]

**Please comment on the following in relation to the applicant:**

|  |  |
| --- | --- |
| Experience and expertise |  |
| Achieving targets |  |
| Targets achieved in the last 12 months |  |
| Relationship with colleagues |  |
| Relationship with others: |  |
| Managing others: |  |
| Ability to motivate others: |  |

**Section 5: Additional Information**

|  |
| --- |
| **We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.** |
| In view of this, has the applicant been subject to any disciplinary offences relating to children, including any for which the penalty is time expired?: | YES [ ]  NO [ ]  |
| Has the applicant been the subject of any allegations or concerns related to the safety and welfare of children?: | YES [ ]  NO [ ]  |
| If ‘YES’, please provide details:  |
| Are you satisfied that the applicant is suitable to work with children?  | YES [ ]  NO [ ]  |
| If ‘NO’, please specify concerns and reasons: |
| Would you re-employ the applicant? | YES [ ]  NO [ ]  |

|  |  |
| --- | --- |
| **What is your overall recommendation for the applicant in this role?** (Please select appropriate box) | **Definite** |[ ]
|  | **With reservation** |[ ]
|  | **With serious reservations** |[ ]
| **Please record any additional comments that you would like to make**. Please particularly refer to the applicant’s performance history and conduct; any specific concerns that are held in regard to the applicant’s suitability for this post and to work with children; and details on behaviour management expertise: |
|  |
| **Sign**: | **Print name**: |
| **Date**: | **Job title**: |
| **Organisation**: |

Please note that in providing a reference you have a responsibility to ensure that the information given is accurate and does not contain any material misstatement or omission. Relevant factual content of a reference may be discussed with the applicant.