

REQUEST FOR FAITH AND CHARACTER REFERENCE LETTER-(Specimen letter)

This letter should be sent together with the pro forma on the following page by the Chair of Governors to the Parish Priest whose name and address are given on the application form.

CONFIDENTIAL

Dear Father

(Name and address of applicant)

_____ has applied to this school for the post of Headteacher and has given your name as a referee. I should be grateful if you would answer all of the questions on the attached questionnaire in as much detail as you are able. In the interests of fairness, the governors have decided that only written responses will be accepted.

Please ensure that the statement provided is reliable, and based on a careful and accurate assessment with full and frank disclosure of all relevant matters. I hope the questionnaire helps you in this respect.

As additional information, which you may find useful, I enclose a copy of the job description and criteria of appointment for the post.

I am enclosing a stamped addressed envelope for your reply.

The selection interviews will be held on _____. Please supply the information by _____.

I thank you in anticipation for your assistance in this matter.

Yours sincerely

(Name)

Chair of Governors

**Diocese of Brentwood
REQUEST FOR FAITH REFERENCE**



To be completed by Priest in parish where candidate regularly worships

1. To your knowledge does this applicant attend Church and receive the sacraments regularly? (weekly Mass attendance)
2. To the best of your knowledge is this applicant's personal life in keeping with the teachings of the Church?
3. Is there any evidence of the applicant's practice of the faith in parish life? If so, please indicate
4. In your opinion would this applicant be able to witness to the faith as a leader in a Catholic school?
5. Are you able to recommend this person for consideration for this post?
6. Are there any other observations you would wish to make about this person which you believe are relevant to the post?

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Applicant's name	
Address	
School and post applied for	

Name:

Status:

Address:

Date:

Signature: