

REQUEST FOR PROFESSIONAL REFERENCE

(Specimen letter)

Dear

(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 give your confidential professional assessment of *(name)*'s suitability for the post by answering all of the questions on the attached questionnaire in as much details as you are able. I enclose a copy of the criteria for appointment and would particularly ask that you comment on *(name)*'s significant strengths or achievements in the experiences, skills and qualities specified within that document.

Please comment on the candidate's experience and commitment to their duties/responsibilities, the age groups taught and their knowledge and experience of safeguarding.

Finally, I would be very grateful if you could state whether you recommend this person for appointment without reservation.

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/Chair of Trust Board

1. How long have you known this person?

2. In what capacity do you know this person?

3. Has this person ever been the subject of any disciplinary action (including investigations) whilst in your employment?

4. If yes to 3, please state the outcome and date (and whether safeguarding concerns)

5. Since this post is considered exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1986), it would be in order for you to reveal any information you have about any convictions against this person. Please give details if applicable.

6. Do you have any concerns regarding the candidate working directly with children and young people?

7. Are you aware of any reason which renders the applicant unsuitable for this position?

8. If the person has left your employment, please indicate reason and date of leaving

9. Would you re-employ this person in the same capacity within your organisation?

10. Please refer to the person specification and give your assessment on the following:

a) The applicant's personal qualities and experience:

b) The applicant's abilities and skills

c) The applicant's work performance

d) Please give details of any areas for development

11. Please comment on the candidate's effective working relationships with:

a) Line manager

b) Colleagues

c) Other professionals

d) Parents

12. Do you have confidence in this person as a leader in a Catholic school

13. Please add any additional comments which could assist in deciding whether to employ this candidate

14. State whether you recommend this person for appointment without reservation

REQUEST FOR PROFESSIONAL REFERENCE PRO FORMA

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| Applicant's name | |
| Address | |
| School applied for | |
| Post applied for | |

Name:

Signature:

Position:

Name and address of organisation:

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Telephone number:

Email address:

Date: