

SACRED HEART SCHOOL

REFERENCE REQUEST

Applicant's name:	Address:	Position applied for:
	Post Code:	

1. How long have you known the applicant?									
2. In what capacity do you know / have you known the applicant?									
3. What position does / did the applicant hold in your organisation?									
4. Please provide a brief outline of the applicant's tasks / duties & main responsibilities: <i>(continue on a separate sheet if necessary)</i>									
5. Dates of employment:	From: To:								
6. Reason for leaving:									
7. Would you re-employ the applicant if the opportunity arose <i>(if No please state reason)</i>	Yes / No								
8. Please indicate how many days and the total number of occasions of absence the applicant has had due to sickness / injury	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;"><i>In the last 12 months</i></td> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;"><i>The previous 12 months</i></td> </tr> <tr> <td style="padding: 5px;">Days:</td> <td style="padding: 5px;">Days:</td> </tr> <tr> <td style="padding: 5px;">Occasions:</td> <td style="padding: 5px;">Occasions:</td> </tr> </table>	<i>In the last 12 months</i>	<i>The previous 12 months</i>	Days:	Days:	Occasions:	Occasions:		
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Days:	Days:								
Occasions:	Occasions:								
9. Applicants standard of work, quality & quantity: <i>(Please tick the appropriate box)</i>	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Excellent</td> <td style="width: 25%; border-bottom: 1px solid black;">Good</td> <td style="width: 25%; border-bottom: 1px solid black;">Average</td> <td style="width: 25%; border-bottom: 1px solid black;">Poor</td> </tr> </table>	Excellent	Good	Average	Poor				
Excellent	Good	Average	Poor						
10. Which of the following have you found the applicant to be during their time in your employment? <i>(Please answer 'Yes'; 'No'; 'Don't Know'; or 'Not Applicable' based on factual evidence only)</i>	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Honest</td> <td style="width: 25%; border-bottom: 1px solid black;">Punctual</td> <td colspan="2" style="width: 50%; border-bottom: 1px solid black;">Reliable / conscientious</td> </tr> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Capable</td> <td style="width: 25%; border-bottom: 1px solid black;">Team player</td> <td style="width: 25%; border-bottom: 1px solid black;">Adaptable</td> <td style="width: 25%; border-bottom: 1px solid black;">Communicative</td> </tr> </table>	Honest	Punctual	Reliable / conscientious		Capable	Team player	Adaptable	Communicative
Honest	Punctual	Reliable / conscientious							
Capable	Team player	Adaptable	Communicative						
11. Has this person been subject to any disciplinary action whilst in your employment? <i>(If 'Yes' please give details)</i>	Yes / No								
12. Was there any investigation taking place into this [person's conduct or capability which had not been concluded at the time they left your organisation. <i>(If 'Yes' please give details)</i>	Yes / No								
13. Are there any current disciplinary warnings recorded in respect of the applicant? <i>(if 'Yes' please state the level and reason for the warning(s))</i>	Yes / No								
14. Is the applicant currently subject to a disciplinary investigation or any pending disciplinary action relating to the safeguarding of children & young people?	Yes / No								
15. If the applicant has left your employment, were they subject to a disciplinary investigation or pending disciplinary action at the time of resignation? <i>(if 'Yes' please provide details)</i>	Yes / No								
16. Do you have any further information / comments, which you would wish to offer about the applicant? <i>(continue on a separate sheet if necessary)</i>									
17. Do you know of any reasons why the School should not employ the applicant?									

Name: *(Please print)*
Position Held:

Signature:
Company name
(Please provide a company stamp / enclose a company compliments slip)

Tel No:

Date: