

APPENDIX 7: REFERENCE FORM

Private & Confidential

In considering whether the person is fit to work with children and young people please consider the following alongside the job application: previous experience of looking after or working with children or adults at risk; ability to provide consistent care; commitment to treat all children and adults as individuals and with equal concern. The position for which this person is being considered gives substantial access to children and young people.

Candidate Reference	
Name of Candidate:	Candidates Home Address:
Position Applied for:	
Position held:	Dates of Employment:
Roles and Responsibilities held:	
Has this individual ever been subject to a disciplinary procedure during their employment with you? Please give details	
Having read the job description and person specification, do you feel this individual has the skills and attributes required for the post?	
Has this individual ever been subject to any disciplinary offences related to children? Including any in which the penalty time has expired. Please give details and the outcome of any disciplinary procedures	
How would you describe this individual's performance history and their conduct in the job? Including performance management issues, disciplinary investigations, proven disciplinary offences (whether time expired or not)	

Please state whether you know of any reason why the applicant might be considered unsuitable to work with children or whether you have any concern about their suitability for such work in an early years setting.

Would you re-employ the individual? Yes No
If no, please give your reasons below:

Declaration

I confirm that all the information supplied is a true and correct record of the above-named individual's performance with our organisation.

Signature:

Position:

Name:

Date: