

# REFERENCE REQUEST - DEPUTY STRICTLY CONFIDENTIAL

<b>Name of applicant</b>	
<b>Post applied for</b>	
<b>Name of Referee</b>	

<b>Basic questions</b>	
In what capacity have you known the applicant?	
How long have you known him/her?	
Are you any relation to the applicant, including "life partner"; by marriage; distant family ties (e.g. 2 <sup>nd</sup> cousin). If Yes please specify the relationship.	
Please note, if you are replying to this request as the current or a previous employer, please answer all the questions. Personal referees may miss the <b>Employment details</b> section.	

<b>Employment details:</b> If you are a previous or existing employer of the applicant please complete the following information		
Present or Last Post the applicant held whilst in your employ.		
When was the applicant employed by your organisation?	From:	To:
If currently the employer of the applicant please give the applicant's present salary.	£	
If you are the existing or last employer of the applicant, how many days absence (other than officially sanctioned holiday) has s/he had in the last 12 months?	No of days:	No of absences this represents :
Please circle the answer that applies in each case		
Whilst you were the employer has the applicant ever had an extended (i.e. over 5 days) period of absence from work for anyreason other than officially sanctioned holiday?	<b>YES</b>	<b>NO</b>
Has the applicant ever been the subject of disciplinary or capability proceedings whilst in your employ?	<b>YES</b>	<b>NO</b>
Was the applicant ever dismissed for any reason other than redundancy?	<b>YES</b>	<b>NO</b>
Does the applicant, to your knowledge, have any criminal convictions or criminal proceedings pending, which might affect his eligibility for the role he/she has applied for?	<b>YES</b>	<b>NO</b>
If you have answered YES to any of the above please attach a separate note under a private and Confidential Cover marked for the attention of Stephen Gribble		
Would you re-employ the subject (please circle the relevant box)		
At a more senior level	At the same level	At a more junior level
		None of these

<b>Expertise</b>				
We would be grateful if you would give your view of the applicant's expertise in the following broad areas. If you wish to expand on any of these observations please use the last section of the form.				
(Please circle the rating that most closely conforms to your view)				
Matters around college governance	Exemplary	Good	Fair	Needs developing
Getting high performance from staff	Exemplary	Good	Fair	Needs developing
College s trategic planning	Exemplary	Good	Fair	Needs developing
Achieving outstanding curriculum provision	Exemplary	Good	Fair	Needs developing
Budgetmanagement	Exemplary	Good	Fair	Needs developing
Resources management	Exemplary	Good	Fair	Needs developing

**Character**

We would be grateful if you would give your view of the subject against the following headings. If you wish to expand on any of these observations please use the last section of the form.

(Please circle the rating that most closely conforms to your view)

Personal Integrity	Exemplary	Good	Fair	Needs developing
Judgement under pressure	Exemplary	Good	Fair	Needs developing
Working relationships with peers	Exemplary	Good	Fair	Needs developing
Working relationships with others	Exemplary	Good	Fair	Needs developing
Financial probity	Exemplary	Good	Fair	Needs developing
Ability to meet targets	Exemplary	Good	Fair	Needs developing

**Additional Comments**

Please use the following space to give any additional information or opinions about the candidate that you think might be useful in assessing him/her as a suitable applicant. If the job description is enclosed it would be very useful if you could make comments relating to the job requirements. If you are a previous employer of the applicant it would be particularly useful if you could comment on the quality and nature of the work the applicant undertook whilst in your employ. (You may attach a separate letter if this is more convenient). If you are a personal referee it would be useful if you would make any observations you think are pertinent about the applicant's character and reliability.

Signed:..... Date .....

Name (Block capitals).....

Position.....

Daytime telephone number.....

Organisation or Company Stamp