



**RICARDS LODGE  
HIGH SCHOOL**

Lake Road, Wimbledon, London, SW19 7HB

*Date*

*Referee name and address*

Dear

*Candidates Name*

The above named person has given your name as a referee in applying for the post of .....at our school.

I should be grateful if you would let me have your assessment of this candidate's suitability for the post.

I also enclose a pro-forma which asks some specific questions. I should be grateful if you would answer all of these questions, and continue on a separate sheet if there is not enough space for your full response. Please return the form to me, endorsed with either your official stamp, or attach a compliment slip or sheet of headed paper with a signature.

The school operates an open file policy and employees have the right of access to personal information held about them. This includes references for employment purposes, which will be made available to employees on request. I would be grateful for a swift response, which could either be faxed to the school on 020 8879 6801 or e-mailed to [polly.cross@ricardslodge.merton.sch.uk](mailto:polly.cross@ricardslodge.merton.sch.uk), followed by the original in the post.

If this candidate is appointed, the candidate's fitness (health) for the job will be assessed separately, and I will therefore write again for details of the candidate's attendance record.

Yours sincerely

Mrs A Jerrard  
Headteacher

If you have any queries regarding this reference request please contact:

<b>Name:</b>	Polly Cross
<b>Position:</b>	PA to Head
<b>Address:</b>	Ricards Lodge High School, Lake Road, SW19 7HB
<b>Fax Number:</b>	020 8879 6801
<b>Tel Number:</b>	020 8879 6804

**Request For Professional Reference**

*Ricards Lodge High School, Lake Road, Wimbledon, SW19 7HB*

<b>Name of Applicant:</b>
<b>Post:</b>

<b>What is the applicant's current post?</b>
<b>What are the main duties and responsibilities?</b>
<b>What is the applicant's current salary?</b>
<b>For how long have you known the applicant?</b>
<b>In what capacity do you know the applicant?</b>

	<b>Very good</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Do not know</b>	<b>Further comment</b>
Quality of Teaching						
Relationships with students						
outcomes for students						
Knowledge of Subject						
Ability to generate enthusiasm						
Relationships with colleagues						
Sensitivity towards others						
Ability to communicate						
Meeting deadlines						
Commitment to extra-curricular and whole school events						
Openness, flexibility and sensitivity to others						
Ability to complete long term goals						
Ability to cope with pressure						
Commitment as a Form Tutor						
Commitment to school vision						
Soundness of judgement						

Ability to work./lead as a member of a team						
Ability to resolve conflict						
Self-motivation						
Administrative efficiency						
Communication skills to large groups						
Commitment to continuing professional development						
Leadership qualities						

**PERSONNEL MATTERS**

For what period was the above employed by you? (please give dates)	
Please confirm why the applicant left/intends to leave employment with you	
Has he/she brought grievance proceedings against you during employment? If so, what were the circumstances and the outcome?	<b>Yes/No</b>
Approximately how many days' absence did the applicant take whilst in your employment? Please make us aware of any history of recurring or extended illness.	<u>To be completed only if applicant is successful at interview</u>
Approximately how many days' unauthorised absence did the applicant take through sickness whilst in your employment? What were the circumstances of the unauthorised absence?	<u>To be completed only if applicant is successful at interview</u>
Is the candidates health such that she/he can regularly fulfil the prescribed duties of a teacher?	<b>Yes/No</b>
Are any adjustments being made to enable the applicant to perform their prescribed duties? If Yes please give details.	<b>Yes/No</b>

<b>SUITABILITY TO WORK WITH CHILDREN AND DISCIPLINARY RECORD</b>	
<p>Are you completely satisfied that the applicant is suitable to work with children?</p> <p>If you are not completely satisfied, what are your concerns and why do you think the applicant might not be suitable?</p>	<b>Yes/No</b>
<p>Has the applicant been subject to any disciplinary procedures where the disciplinary sanction is still imminent or current?</p>	<b>Yes/No</b>
<p>Has the applicant been subject to any other disciplinary procedures involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired? If so Please give details, including the outcome.</p>	<b>Yes/No</b>
<p>Have there been any allegations or concerns expressed about the applicant during his or her employment that relate to the safety and welfare of children and young people? If so, please give details, including whether the allegation or concern was investigated, the outcome and conclusion reaching and how the matter was resolved?</p>	<b>Yes/No</b>
<p>Are there any reasons not covered above which would cause you to doubt the applicants suitability to work with children?</p>	<p><b>Yes:</b> there are reasons (please provide details)</p> <p><b>No:</b> no reason</p>
<p><b>Specifically, please state:</b></p> <p>(a) Whether you are satisfied that the applicant has the ability and is suitable to undertake the post in question?</p> <p>(b) Has s/he has demonstrated that s/he meets the person specification</p> <p>© Other comments</p>	

(if appropriate, attach an additional sheet).

**If you had a similar vacancy on your staff, would you recommend this applicant?**

(a) Yes confidently

(b) Yes

(c) Possibly

(d) No

**Signed:**

**Name:**

**Date:**

**Position held:**

**Name and address of organisation:**

**Telephone:**

**Email:**

**If you are not the Headteacher, please ensure that this reference is countersigned by the Headteacher.**

**Countersigned:**

**Date:**

*Please send a traditional prose reference in addition to this form if you feel it is appropriate. A standard form like this may not give adequate scope for a complete account.*