**HERNE BAY HIGH SCHOOL**

**Reference Request**

|  |  |
| --- | --- |
| Name of Applicant |  |
| Position Applied for |  |

**Please confirm the following details:**

|  |  |
| --- | --- |
| The applicants period of employment with you: |  |
| The applicants job title: |  |
| The applicants reason for leaving your employment: |  |
| How long have you known the applicant? |  |
| In what capacity do you know him/her? |  |
| Did the applicant perform his/her duties satisfactorily; if no please provide details |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please tick as appropriate** | **Excellent** | **Good** | **Satisfactory** | **Poor** | **Unable to comment** |
| Administrative efficiency |  |  |  |  |  |
| Willingness to work hard |  |  |  |  |  |
| Ability to work independently |  |  |  |  |  |
| Ability to meet deadlines |  |  |  |  |  |
| Commitment to organisation |  |  |  |  |  |
| Ambition |  |  |  |  |  |
| Flexibility |  |  |  |  |  |
| Punctuality |  |  |  |  |  |
| Relationships with colleagues |  |  |  |  |  |
| Personal appearance |  |  |  |  |  |

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| Additional Comments |
| Please comment on the effectiveness of the applicant’s interactions with:   1. Adults 2. Children and young people (if applicable) |

**HERNE BAY HIGH SCHOOL**

**Reference Request – Safe Recruitment**

**Herne Bay** [**High School**](http://www.hernebayhigh.org/73/vacancies/vacancy/52/teacher-of-french) **is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

|  |
| --- |
| Are you completely satisfied that the applicant is suitable to work with children?  Yes No |
| If no, please provide specific details of your concerns and the reasons for your doubts: |
| Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?  Yes No |
| If Yes, please give details of the nature and date(s) of the misconduct and of the penalty or sanctions still in force: |
| Are you satisfied, to the best of your knowledge, that the candidate is not involved in “extremism” being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs?  Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas  Yes No |
| **Printed Name:** |
| **Signature:** |
| **Date:** |
| **Position:** |
| **Organisation:** |

**FOR HERNE BAY HIGH SCHOOL USE ONLY**

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| Date reference received and checked: |  |
| Date reference forwarded to relevant party: |  |
| Print Name: |  |
| Signature: |  |
| Job Title: |  |

|  |  |
| --- | --- |
| Date relevant party reviewed reference: |  |
| Print Name: |  |
| Signature: |  |
| Job Title: |  |