**Form K**

**Sample Reference Request**

**Reference Request**

**CONFIDENTIAL**

The person detailed below has applied for the position below in the following MAC/PCC and has supplied your name as a referee in support of their application.

**Important: No applicant can be offered a position with us until we have received 2 independent references, 1 of which has been requested from you.**

Name of Applicant:

Name of MAC/PCC:

Position Applied For:

Please fill in the appropriate section depending on your capacity as a referee:

* Current or previous employer or manager (complete Sections A,C & D)
* Current or former school teacher or tutor (complete Sections B & D)
* Personal friend or acquaintance (complete Sections C & D)
* I do not wish to provide a reference for the following reason:

|  |
| --- |
| **Section A (to be completed by current or previous employer)** |

**The Applicant and your Organisation**

In what capacity did you employ the individual?

|  |  |  |
| --- | --- | --- |
| Job title(s) | From | To |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Absence  |
| In the applicant’s last two years of employment:1. How many days sickness absence from work did they take?
2. How many periods of sickness absence did they have?
 |

|  |
| --- |
| The Applicant and their Job |
| Does the applicant have any disciplinary actions on their file or are they subject to an investigation or disciplinary hearing? Yes\* [ ] No [ ] What duties did the applicant carry out in your organisation?Did they carry them out satisfactorily Yes [ ] No\* [ ] Would you re-employ the applicant? Yes [ ] No\* [ ]  |

Please comment on their attitude to work:

**Now go to Section D**

|  |
| --- |
| **Section C (for personal referees / current or previous employers)** |

How long have you known the applicant?

In what capacity is the applicant known to you?

Please comment on the applicant’s ability to be:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Good | Satisfactory | Poor |
| Honest |  |  |  |
| Reliable |  |  |  |
| Trustworthy |  |  |  |
| Confidential |  |  |  |
| Able to work as part of a team |  |  |  |
| Able to follow procedure |  |  |  |
| Able to treat children, child and adults at risk with dignity |  |  |  |
| Able to listen to and respect the views of children, child and adults at risk. |  |  |  |

|  |
| --- |
| Comments |

**Now Go to Section D**

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| --- |
| **Section D (to be completed by ALL referees)** |

Attached are details of the position the applicant has applied for. Please use this space to comment on their suitability for the post (continue on additional sheets if necessary).

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| --- |
|  |

Do you have any concerns about this person’s suitability to work with children or adults at risk?

|  |
| --- |
|  |

Do you have any other relevant comments you wish to make regarding the applicant?

|  |
| --- |
|  |

Do you have any objection to the contents of this reference being shared with the applicant? Yes [ ] No [ ]

Details of the person completing the form:

Name:

Position:

Signed: Date:

Thank you for completing this form. Please return it to:

Name:

Address: