### Reference Request Template

Dear

Application by:

Post applied for:

The above named has applied for the above position and has given your name as a referee.

As an authority we have a responsibility to safeguard and promote the welfare of at-risk groups. This includes assessing the suitability of job applicants to work with these groups.

Please comment on their suitability to carry out the duties detailed in the enclosed Job Summary, by completing the attached pro-forma.

Please remember when completing the pro-forma that as a referee you have a responsibility to ensure that the reference is factual and accurate and does not contain any material misstatement or omission.

May I take this opportunity to thank you in advance for your assistance and I look forward to hearing from you.

Yours sincerely

Signed

Name

Job Role

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| BUCKINGHAMSHIRE COUNCIL REFERENCE FORM | | | | | | | |
| **STRICTLY PRIVATE & CONFIDENTIAL** | | | | | | | |
| Candidate’s name: | | |  | | | | |
| Position applied for: | | |  | | | | |
| Name of Referee: | | |  | | | | |
| Organisation: | | |  | | | | |
| Referee position in organisation: | | |  | | | | |
| Telephone No.: | | |  | | | | |
|  | | | | | | | |
| How long have you known the candidate? | | | |  | | | |
| In what capacity have you known the candidate? | | | |  | | | |
| Candidate’s job title? | | | |  | | | |
| Present salary or salary upon leaving the post? | | | | £ | | | |
| Please state start and end dates of employment (dd/mm/yyyy) | | | | | | | |
| From: |  | | | To: |  | | |
| Has the applicant had any breaks in employment? | | | | | | Yes | No |
| If yes, please give dates: | | | | | | | |
| From: |  | | | To: |  | | |
| From: |  | | | To: |  | | |
| From: |  | | | To: |  | | |
| If the applicant has left your employment, please give the reason: | | | |  | | | |
| Q1 Using the enclosed Job Description and person specification please comment on the candidate’s suitability for the post in question (please continue on additional sheet if necessary). | | | | | | | |
|  | | | | | | | |
| Q2 Does the candidate have a current disciplinary warning on file? If the candidate has left your employment, did they have a disciplinary warning on file at the date of leaving? | | | | | | Yes | No |
| If yes, please give details; | | | | | | | |
|  | | | | | | | |
| Q3 Has the candidate been subject to capability procedures in the previous two years? | | | | | | Yes | No |
| If yes, please give details; | | | | | | | |
|  | | | | | | | |
| Q4 Would you re-employ the candidate? | | | | | | Yes | No |
| If No, please give details; | | | | | | | |
|  | | | | | | | |
| Q5 Do you have any other comments on the applicant’s performance history and conduct? | | | | | | | |
|  | | | | | | | |
| ***Optional Question – to be used if the role involves handling money*** | | | | | | | |
| Q6 Part of the job involves handling money (either manually or electronically). Do you have any concerns about us employing the candidate to carry out this type of work? | | | | | | Yes | No |
| If yes, please give details; | | | | | | | |
|  | | | | | | | |
| Q7 Is there anything else you would like to add in support of this reference? | | | | | | | |
|  | | | | | | | |
| **QUESTIONS 8, 9 & 10 TO BE ANSWERED ONLY IF ROLE IS FOR WORK WITH CHILDREN, YOUNG PEOPLE OR ADULTS AT RISK** | | | | | | | |
| Q8 Has the candidate been the subject of any allegations/concerns\* or any disciplinary procedures (include those which may have expired) involving issues related to the welfare of children, young people or adults at risk? *(\*do not include allegations against teachers and school staff that have been proven to be false, unsubstantiated, unfounded or malicious)* | | | | | | Yes | No |
| Q9 Have you ever referred the candidate to the Disclosure and Barring Service (DBS)? | | | | | | Yes | No |
| If you have answered YES at to Q8 and/or 9, then please give details | | | | | | | |
|  | | | | | | | |
| Q10 Where the job involves working directly with children, young people and/or adults at risk (please specify which). Are you completely satisfied about the candidate’s suitability to work in such a role? | | | | | | Yes | No |
| If No, please specify your concerns and the reasons why this may make them unsuitable. | | | | | | | |
|  | | | | | | | |
| I confirm this reference is an accurate and factual account and does not contain any material misstatement or omission. I understand that if requested, the content of this reference may be disclosed to the subject concerned. | | | | | | | |
| **FOR REFEREE USE ONLY** | | | | | | | |
| Candidate’s name: | |  | | | | | |
| Position applied for: | |  | | | | | |
| SIGNED: | |  | | | | | |
| Name: | |  | | | | | |
| Job Role: | |  | | | | | |
| Dated: | |  | | | | | |