

Reference Form Questions

1. What is the name of your organisation?
2. What position do you hold in relation to the applicant?
3. How long have you worked/did you work with the Applicant?
4. Please confirm the Applicant's role and/or duties
5. Please confirm the Applicant's dates of employment:
6. Please confirm the reason for the termination of the Applicant's employment. If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.
7. Please rate the Applicant against the following criteria:
 - Attitude to work
 - Reliability
 - Working relationships with other staff
 - Skills
 - Experience
8. Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment? If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.
9. Has the Applicant been the subject of disciplinary proceedings at any time during their employment (whether formal or informal) involving issues related to the safety and welfare of children or young people? If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.
10. Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of children or young people.
11. With reference to the attached job description, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If not, please give specific reasons for your concerns.
12. Are you completely satisfied that the Applicant is suitable to work with children? If not please give specific reasons for your concerns.
13. Would you be willing to re-employ the Applicant? If your answer is "No", please explain why.