



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

CONFIDENTIAL REFERENCE FOR _____

FOR THE POSITION OF _____

BACKGROUND	
How long have you known the candidate and in what capacity?	
PERSONNEL MATTERS	
Candidate's current position.	
Dates of the candidate's employment with you (month and year).	Start Date: End Date:
If the candidate has ceased employment with you, please confirm the reason for the termination of the candidate's employment. If the candidate was dismissed, please explain the reason for the candidate's dismissal and the circumstances involved.	
Extent of candidate's current duties (including co-curricular activities)	
During his or her employment, can you please comment on the candidate's performance?	

Hanworth Road, Hampton, Middlesex TW12 3HD

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<p>Has the candidate been subject to any capability procedures (whether formal or informal) during the last 12 months?</p> <p>If yes, please provide details</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>During his or her employment, did the candidate present him or herself professionally with colleagues and those he or she dealt with?</p>	
<p>Please confirm the candidate's current salary (Employer only)</p>	
<p>Do you believe that the candidate is physically and mentally fit to work in a school environment?</p> <p>If not, please elaborate, including where appropriate, any reasonable adjustments which were made during employment to enable the candidate to perform his/her duties.</p>	
<p>SUITABILITY FOR POST</p>	
<p>Do you believe that the candidate has the ability and is suitable to undertake this position?</p>	
<p>What makes the candidate particularly suitable for this position?</p> <p>If you do not consider the candidate to be suitable, please provide specific reasons.</p>	
<p>How does the candidate meet the person specification?</p> <p>If you do not consider the candidate to meet the specification, please provide specific reasons.</p>	

<p>Would you enthusiastically re-employ this person?</p> <p>If not, please provide specific reasons.</p>	
SUITABILITY TO WORK WITH CHILDREN	
<p>To the best of your knowledge are you completely satisfied that the candidate is suitable to work with children?</p> <p>If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable to work with children?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
DISCIPLINARY RECORD AND SAFEGUARDING CONCERNS	
<p>Has the candidate been subject to any disciplinary procedures (whether formal or informal) during the last 12 months or where the disciplinary sanction is still current?</p> <p>If yes, please provide details of the allegation(s) against the candidate and the outcome of the proceedings.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people, including any where the disciplinary sanction has expired or where the allegation was found to be false, unsubstantiated or malicious and/or no disciplinary sanctions were imposed?</p> <p>If so, please give details.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons, please answer Not Applicable.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

<p>Have there been any concerns about the candidate's behaviour towards children or young people?</p> <p>If so, please give details, including the outcome of those concerns and how the matter was resolved.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons, please answer Not Applicable.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Are you completely satisfied that the Applicant is not involved in "extremism" (this 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?)</p> <p>Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.</p> <p>If, not, please give specific reasons for your concerns.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

Name.....**Signed**

Position.....

School/Company.....

Date.....

Please return to the Headmaster as soon as possible via email to recruitment@hamptonschool.org.uk