



**Please return completed form to:**

[hr@foxfieldschool.co.uk](mailto:hr@foxfieldschool.co.uk)

0151 641 8810

Request for Recruitment Reference	
Post No :	Job Title :
Candidate :	Referee:
<b>1. To be completed by all Referees</b>	
Please use the space below to add your comment on the candidate's ability to :- <ul style="list-style-type: none"><li>● carry out the duties listed in the Job Description, or</li><li>● demonstrate the knowledge, skills and abilities listed in the Employee Specification</li></ul> <b>Please note that your comments will be shown to the candidate if she/he asks to see them.</b>	
What is your relationship to the candidate? (For example: Manager, Headteacher, etc.)	

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How long have you known the candidate? (Please state time period, for example 6 years)	
<div style="display: flex; justify-content: space-between;"> <div>Signed</div> <div>Date</div> </div>	
2. To be completed by current or previous employer of the candidate only.	
2.1 Employment details with you	
Post	
Period of Employment - please provide exact dates for Continuous service (if applicable)	<div style="display: flex; justify-content: space-between;"> <div>From</div> <div>To</div> </div>
Main Duties Performed	
Reason for leaving your employment	
2.2 Safeguarding of children and vulnerable adults	
<p>Are you aware of any reason why he/she would be unsuitable to work with children or vulnerable adults? Please provide details of any past disciplinary issues relating to children and/or child protection concerns he/she may have been subject to. Please only answer this question if the job that the candidate is applying for has access to children and vulnerable adults (or their records).</p>	
2.3 Employment Record	
<p>Please provide brief details of any live warnings due to disciplinary or capability proceedings and, if possible, please comment on the nature of these warnings.</p>	

### Request for Recruitment Reference

During employment with you did he/she achieve anything of particular note? If so, please provide a brief description.

### 3 To be completed by Current Employer only

Current Salary	
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