

CONFIDENTIAL



CANDIDATE: _____

Position applied for _____

Please confirm the following details:

The applicant's period of employment with you: From: _____ To: _____
The applicant's current or most recent job title with you:
The main duties and responsibilities of that post:
The applicant's reason for leaving your employment:
How long have you known the applicant?
In what capacity do you know him/her?
Did the applicant perform his/her duties satisfactorily? YES <input type="checkbox"/> NO <input type="checkbox"/>
If no please provide details of any areas needing improvement and any remedial action taken:
Please see the job description and person specification attached and comment on the applicant's suitability for this appointment. It would also be helpful if you could describe any strengths and weaknesses you consider the applicant has demonstrated in relation to the requirements of this job and give examples (please continue on a separate sheet if necessary)
Please comment on the effectiveness of the applicant's interactions with: a) Other adults b) Children and young people

Please tick the following as appropriate: **4** Outstanding, **3** Good, **2** Average, **1** Weak, **0** Unable to comment

	4	3	2	1	0
Suitability to work in a school environment					
Actively enthusiastic in improving student welfare					
Relationships with young people					
Can generate fresh ideas					
Thinks through problems/issues					
Inspires confidence					
Interacts effectively with colleagues to achieve goals					
Communication skills (verbal and written)					

Has the respect of colleagues					
Self-organisation					
A team player					
Judgement in decision making					
Capacity for sustained hard work					
Administration					
PERSONAL					
Highly motivated					
ICT skills					
Calmness under pressure					
Commitment to on-going personal development					
Participation in a range of events					
Sense of humour					
Acceptance of positive criticism					

Are you completely satisfied that the applicant is suitable to work with children? **YES** **NO**

If no, please provide specific details of your concerns and the reasons for your doubts:

To the best of your knowledge has the applicant ever had an allegation made against them, which was founded, in regard to his/her behaviour towards children? **YES** **NO**

If yes, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was:

Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force? **YES** **NO**

If yes, please give full details of the nature and date(s) of the misconduct and of the penalty or sanctions still in force:

Would you re-employ this applicant? Please tick:
YES **NO**

Name (please print):

Signature: _____ Date: _____

Position:

Organisation: