



CONFIDENTIAL REFERENCE REQUEST – TEACHING STAFF

APPLICANT DETAILS

Name:	_____	Post:	_____
Address:	_____		_____
	_____		_____
	_____	School	_____
Postcode:	_____		_____

How long have you known the applicant? _____

In what work/student capacity?
(e.g. headteacher, principal teacher, college lecturer) _____

SECTION B

Dates of employment/involvement: From: _____ To: _____

Job title: _____

Key responsibilities/subjects studied: _____

Reason for leaving (if appropriate) _____

Was timekeeping satisfactory? Yes No

If no, please give reasons _____

How did the candidate relate to:
Pupils? _____
Staff? _____
Parents? _____
Others? _____

Was performance satisfactory Yes No

If no, please explain _____

SECTION C

1. In what way has the applicant shown a commitment to personal and professional development?

2. How effective is the applicant in his/her present post and what are his/her general strengths in areas such as knowledge of curriculum, lesson planning and assessment and current educational issues?

3. In what ways has the applicant made effective use of resources?

4. How successful has the applicant been in sustaining pupil motivation and interest?

5. In what ways has the applicant demonstrated effective communication skills?

6. In what ways has the applicant demonstrated effective management/leadership skills?

7. Please give any additional comments which you feel might be helpful to the appointment panel, such as the applicant's suitability or otherwise for the post applied for.

Reference completed by:

Name: _____ Designation: _____

Address: _____

Signature: _____ Date: _____