

CONFIDENTIAL REFERENCE REQUEST

TEACHING STAFF



SECTION A

APPLICANT	
Name	Post:
Address	School:
Postcode	

How long have you known the applicant? _____
In what work/student capacity? (e.g. Head
Teacher, Principal Teacher, College Lecturer) _____

SECTION B

Dates of employment/involvement From _____ To _____

Job Title _____

Key responsibilities/subjects studies

Reason for leaving (if appropriate) _____

Was attendance satisfactory? YES NO

If no, please give reasons _____

Was timekeeping satisfactory? YES NO

If no, please give reasons _____

How many days were lost due to sickness
absence in the last 2 years? _____

How did he/she 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 & 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 & assessment and current educational issues?

3

In what ways has the applicant made effective use of resources in the classroom?

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 way 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

Postcode

Signature

Date

Signature of Applicant