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| **In what capacity do you know the applicant:**  **(employer, professional e.g. teacher, coach)**  **Name of company / organisation:**  **Position held by the applicant:**  **Dates of employment / dates known:** **From** (mm/yyyy)**:** **To** (mm/yyyy)**:**  ***(without this information, we will be unable to accept the reference)***  **Summary of duties:**    **Reason for leaving:** |

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| **Please rate the applicant’s performance in the following areas:** | | | | | |
|  | **Excellent** | **Good** | **Satisfactory** | | **Poor** |
| **Competence in role** |  |  |  | |  |
| **Communication skills** |  |  |  | |  |
| **Honesty and integrity** |  |  |  | |  |
| **Reliability and timekeeping** |  |  |  | |  |
| **Attendance/health record** |  |  |  | |  |
| **Relationship with colleagues** |  |  |  | |  |
| **Relationship with managers** |  |  |  | |  |
| **Ability to adhere to rules and procedures** |  |  |  | |  |
| **General conduct** |  |  |  | |  |
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| **Have you observed the applicant working with children in this role?**  **If yes, please detail:** | | | | **YES **  **NO ** | |

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| **PGL is committed to Safeguarding. The post is likely to involve substantial access to children and young people, therefore are you satisfied that the applicant is suitable to work with and have contact with children and young people?**  **If no, please provide details:** | **YES **  **NO ** |
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| **Have there been any allegations or concerns that have been raised about the applicant, or has the applicant been subject to any disciplinary procedures, including expired disciplinary sanctions which relate to the safety and welfare of children and young people?**  **If yes, please provide details:** | **YES **  **NO ** |

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| **Please provide details of any disciplinary or capability (non health related) investigations or warnings that are still live or pending:** |

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| **Would you re-employ the applicant?**  **If no, please provide details:** | **YES **  **NO ** |

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| **Please add any other comments that you feel may be relevant to this reference:** | | | |
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| **I declare that all of the information supplied is a true and accurate record of the applicant’s performance in our organisation.** | | | |
| **Signature:** |  | **Name:** |  |
| **Job title:** |  | **Date:** |  |
| **Contact number:** |  | **Contact email address:** |  |
| **Company address or company stamp:** |  | | |

Please note, on some occasions, we may need to follow up written references with a telephone call.

**For verification purposes, please endorse this reference with an official stamp, company letterhead or compliment slip.**