The below individual has applied for a student placementand as part of our standard safer recruitment process we are seeking a reference in support of their application. I would be grateful if you could answer the following questions based on your knowledge and experience of the person, giving as much information as you can.

|  |  |
| --- | --- |
| Student details | |
| Students Name: |  |

|  |  |
| --- | --- |
| Referee details | |
| Name: |  |
| Contact details: |  |
| Date completing reference: |  |

|  |
| --- |
| How do you know the student? |
| Job title/ Relationship |

|  |
| --- |
| How long have you known the student?: |
| From :       /       /       To:       /       / |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Could you please rate the following in relation to the individual (please tick as appropriate) | | | | | |
|  | Excellent | Good | Fair | Poor | |
| Time keeping |  |  |  |  | |
| Communication skills |  |  |  |  | |
| Working with others |  |  |  |  | |
| If ‘fair’ or ‘poor’ has been ticked for the above, please comment further: | | | | | |
| This post involves working with children, would you have any concerns about this person working with a child? | | | | |
| No  Yes  If yes, please provide reasons below: | | | | |
| Due to: | | | | |

|  |
| --- |
| Please comment on the student’s character/personality with reference to particular strengths and weaknesses, and to qualities such as punctuality, communication skills and teamwork: |
|  |

|  |
| --- |
| Please provide any information relating to the individual that you feel is relevant for us to know: |
|  |

Thank you for your assistance in completing this reference.