**Sample Reference Request**

{Name}

{Address}

**PRIVATE AND CONFIDENTIAL**

{Date}

Dear {Name}

I am writing to request a written reference for {name of applicant} who has been selected for the post of {name the post} and has given your name as a referee.

**Candidate Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename (s)** |  | | |
| **Surname** |  | **Title** |  |

**Position applied for:**

|  |
| --- |
|  |

**Employment Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please complete the section below referring to the time the candidate worked within your organisation** | | | | |
| **Position(s) held** |  | | | |
| **Salary** |  | **Start Date** |  | |
| **End Date (if appropriate)** | | |  | |
| **Reason for leaving (if appropriate)** | | |  | |
| **How long have you known the candidate?** | | |  | |
| **Did they complete a satisfactory probationary period?** | | | **□ Yes** | **□ No** |
| **Would you re-employ this person?** | | | **□ Yes** | **□ No** |
| **Do you consider this person to be honest & trustworthy?** | | | **□ Yes** | **□ No** |
| **If you answered NO to any of the above questions, please provide additional details below** | | | | |
|  | | | | |

|  |  |  |
| --- | --- | --- |
| **Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is current?** | **□ Yes** | **□ No** |
| **If YES please provide details below** | | |
|  | | |

**Safeguarding Details:**

|  |  |  |
| --- | --- | --- |
| **This section is to obtain details on an individual that relates to their ability to work in an environment where there may be contact with Children or Adults with care and support needs. This is essential to safeguarding these vulnerable groups and we ask that this section is completed fully and that you provide as much information as possible, where appropriate. This information will be handled sensitively and confidentially.** | | |
| **Has the candidate been subject to a disciplinary procedure relating to the safety and welfare of children or young people or adults with care and support needs?** | **□ Yes** | **□ No** |
| **Has the candidate been subject to any allegations or concerns in relation to the health and welfare of children or young people or their behaviour towards children or young people or adults with care and support needs?** | **□ Yes** | **□ No** |
| **Is there any reason you are not completely satisfied that the candidate is suitable to work with children, young people or adults with care and support needs?** | **□ Yes** | **□ No** |
| **If you answered YES to any of the above questions, please provide additional details below** | | |
|  | | |

**Additional Information**

|  |
| --- |
| **Please provide any further information here including, if possible, the main areas of responsibility and achievements to date along with any skills or potential areas of weakness you have noted** |
|  |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **I declare that the information provided is accurate and complete and consent to being contacted verbally should further clarity on the reference be required** | | | |
| **Job title** |  | | |
| **Organisation** |  | | |
| **Name** |  | **Tel No** |  |
| **Signature** |  | **Date** |  |

Your immediate attention to this request would be appreciated.

Yours sincerely,