

# Employer Reference Request

For roles with Children or Vulnerable Adults

This form should be used to provide a reference for an individual who is involved in a recruitment campaign with us. It should provide all the factual information you can disclose regarding the employee's time with your organisation. If appropriate please provide continuous service information.

For assistance with this form or the process for which this form is part, or to submit the completed form, please contact the Hiring Manager (details will be on the initial email sent to you).

## Candidate Details

Forename(s)			
Surname(s)		Title (e.g. Mr, Mrs)	

## Position Details

Job Title	
Service Area	

## Employment Details

Please complete the section below referring to the time the candidate worked within your organisation.			
Position Held			
Salary		Start Date	
		End Date (if appropriate)	
Local Government continuous employment date (if appropriate)			
Reason for Leaving (if appropriate)			
How long have you known the candidate?			
Did they complete a satisfactory probation period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Would you re-employ this person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you consider this person to be honest and trustworthy?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please provide additional details below.		
Are you aware of any concern's regarding the candidate's sickness history? Please list the duration and reason of each absence		

### 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 Vulnerable Adults. This is essential to safeguarding these vulnerable groups and so 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 vulnerable adults?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the candidate been subject to any allegations or concerns in relation to the health and welfare of children or young people or behaviour towards children or young people or vulnerable adults?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any reason why you are not completely satisfied that the candidate is suitable to work with children or vulnerable adults?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 confirm that the information provided is accurate and complete and consent to being contacted should further clarity on the reference be required.

Job Title			
Organisation			
Name		Tel. No.	
Signature		Date	