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| http://hbc/teams/MARCOMMS/PublishingImages/HBC%20Logo%20JPEG%20Version.jpg | Reference Request Form |

## Applicant Information

|  |  |
| --- | --- |
| **Name:** |  |
| **Post Applied For** |  |

## Referee’s Details

|  |  |
| --- | --- |
| **Name:** |  |
| **E-Mail Address:** |  |
| **Phone No:** |  |
| **Position Held:** |  |

|  |
| --- |
| **In what capacity do you know the applicant?** |
|  |

## Applicant’s Employment With You

|  |  |  |  |
| --- | --- | --- | --- |
| **What period did the applicant work for you?** | | | |
| From |  | To |  |

|  |
| --- |
| **In what capacity were they employed by you?** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **If they are no longer employed by you, why did they leave?** | | | |
|  | **Resignation** |  | Dismissal (Please provide details in performance section ) |
|  | Voluntary Redundancy |  |  |
|  | Other (Please give further details) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Would you re-employ this person?** | | | |
|  | **Yes** |  | **No** |
| If no, why? | | | |
| Are you aware of any reason why Halton Borough Council should not employ the applicant into the type of work applied for? | | | |
|  | **Yes** |  | **No** |
| If yes, please provide details. | | | |

## Applicant’s Performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Did the applicant perform his/her duties satisfactorily?** | | | | |
| **No** |  | **Yes** |  | **If No please provide details of any areas needing improvement and any remedial action taken:** |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To the best of your knowledge has the applicant ever had an allegation made against them, which was founded, in regard to his/her behaviour towards children?** | | | | |
| **No** |  | **Yes** |  | If Yes please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was? |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is the candidate subject to any current disciplinary warnings or any current disciplinary investigations not yet finalised or in respect of which penalties or sanctions remain in force (including those prior to leaving)?** | | | | |
| **No** |  | **Yes** |  | If Yes, please give details below including allegation, outcome and date. |
|  | | | | |

|  |
| --- |
| **Please review the job description and person specification attached and comment on the applicant’s suitability for this appointment. It would also be helpful if you could describe any strengths and weaknesses you consider the applicant has demonstrated in relation to the requirements of this job and give examples (please continue on a separate sheet if necessary).** |
|  |
| **Please comment on the effectiveness of the applicant’s interactions with:**   1. **a) Other adults** 2. **b) Children and young people** |

**I declare that to the best of my knowledge that the information I have given in this reference is correct and complete.**

**Signed…………………………………………………………………………………………. Date……………………………………………**

**Completed forms should be returned to** [**resourcing@halton.gov.uk**](mailto:resourcing@halton.gov.uk)

**Halton Borough Council Careers -** [**https://haltoncouncilcareers.co.uk**](https://haltoncouncilcareers.co.uk/)