|  |  |
| --- | --- |
| 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

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

## Absence

|  |  |  |
| --- | --- | --- |
| **Please confirm details of the applicant’s absence in the last 2 years of their employment** | | |
| **Absence Start** | Absence End | **Please indicate if absence was disability or maternity related** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SUPPLEMENTARY QUESTIONS FOR POSTS WORKING WITH CHILDREN OR VULNERABLE ADULTS ONLY**

## Vulnerable Groups

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has the candidate ever been the subject of allegations about their behaviour towards children, young people or vulnerable adults?** | | | | |
| **No** |  | **Yes** |  | If Yes, please give full details of the allegations made, the date of any allegations, details of how the allegation was followed up and resolved, what action was taken and decisions reached. |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you aware of anything that might give rise to concern about the candidate’s suitability to work with children, young people or vulnerable adults?** | | | | |
| **No** |  | **Yes** |  | If Yes, please provide specific details. |
|  | | | | |

**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/)