# Templemoor Infant and Nursery School
# Reference Request for Deputy Extended Services Manager

| For employers, previous employers and people who have known the candidate in the capacity of educator. | |
|---|---|
| Applicant's name | |
| Position Applied for | |
| | |
| Your Name | |
| Your Role | |
| Name of your Organisation | |
| How long have you known the applicant? | |
| Candidate's current salary (if applicable) | |

**Please indicate the candidate's ability in the following areas:**

| | Outstanding | Good | Requires Improvement | Inadequate |
|---|---|---|---|---|
| Professional conduct | | | | |
| Attendance and Punctuality | | | | |
| Promoting positive behaviour | | | | |
| Communication skills, both oral and written | | | | |
| Relationships with children, staff & parents | | | | |
| Safeguarding children/child protection awareness | | | | |
| Energy and enthusiasm | | | | |
| Flexibility and adaptability | | | | |
| Self-motivation | | | | |
| Ability to go 'above and beyond' | | | | |
| Appearance and dress code | | | | |

| Has the applicant ever been subject to any Child Protection Allegations or Concerns? | |
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|---|---|
| Do you consider the applicant a suitable person to work with children? If no, why not? | |
| Are you aware of any ongoing investigations or disciplinary action? | |
| Attendance/Health Record:  Number of days absent due to sickness in the last 2 years **and** number of periods of absence, or, if employed for less than 2 years, during the period of employment. | |

Please comment on the applicant's ability to perform the duties and meet the requirements of this post as per attached Job Description and Job Specification:

| Would you recommend this applicant? | Confidently | With some Reservations | Not at all |
|---|---|---|---|
| | | | |

**Data Protection Act 1998**

Will the applicant receive a copy of this reference or otherwise learn of its contents?          YES / NO

If 'No' would you have any objections to its contents being revealed during the course of the selection process or at any time in the future?
YES / NO

Please note that you have a responsibility when providing this reference to ensure that the reference is accurate and does not contain any material misstatement or omission.

| | |
|---|---|
| Signed: | |
| Date: | |