**APPENDIX A: REFERENCE TEMPLATE USED IN CCC RECRUITMENT PROCEDURES**

|  |  |
| --- | --- |
|  | Reference Form |

|  |  |  |
| --- | --- | --- |
| Applicant’s Name: |  | |
| Applicant’s Address: |  | |
| Position Applied For: |  | |
| In what capacity do you know the applicant? | | Professional / Personal\* |
| Please state how long you have known the applicant. | |  |

If you have been or are the applicant’s employer please confirm the following:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you the applicant’s most recent line manager? | | | |  | | Yes/No\* | | |  |  | |
| Period of employment: | | | | From | | dd/mm/yyyy | | | until | dd/mm/yyyy | |
| Date of continuous Local Government service  (if applicable): | | | | | | | | dd/mm/yyyy | | | |
| Job Title: |  | | | | | | | | | | |
| Type of contract: | | | Full-time / Part-time | | | | | | | | |
| Number of days / weeks shared / parental leave taken: | | | | | | |  | | | | |
| Reason for leaving  (if applicable): | | | | |  | | | | | | |
| Is there a formal capability / disciplinary sanction / action in place or pending against the applicant (including on-going investigation): | | | | | | | | | | | Yes / No |
| If yes, please specify: | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| If the applicant has left your employment, was there a capability / disciplinary sanction / action in place or pending against the applicant, or was there an investigation on-going at the time s/he left your employment: | | | | | | | | | | | Yes / No |
| If yes, please specify: | |  | | | | | | | | | |
|  | | | | | | | | | | | |

\* For safeguarding posts with access to children, young people or adults who are vulnerable

|  |
| --- |
| Whilst in your employment, was the applicant subject to any issues involving the safety and welfare of children, young people or adults at risk, including any in which a disciplinary sanction has expired and the outcome of them? Yes /No |
| If yes, please specify outcome |
| Are you aware of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children, young people or adults at risk or behaviour towards them?  Yes / No |
| If yes, please specify including whether the matter(s) were investigated, the conclusion reached and how the matter was resolved. |
| Do you know of any reason why the applicant is unsuitable to work with children, young people or adults at risk? Yes /No |
| If yes, please specify the reason |

If you are providing the reference in a professional capacity, Using the Job Profile and Person Specification as a guide, please provide factual information on the applicant’s suitability for the role. Please state how long you have known the applicant and in what capacity.

If you are providing the reference in a personal capacity, please use the space below to detail the skills, knowledge and experience, you have observed in the applicant relevant to the position applied for. Please state how long you have known the applicant and in what capacity.

|  |
| --- |
| *Continue on a separate sheet if necessary.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  |  | *Company Stamp:* |
| PRINT NAME: |  |  |
| Job Title: |  |  |
| Date: |  |  |
|  |  |  |