



Dear

Name of applicant:

The person named above has applied for a position at Wider Ambition, as xxxxxxxx and has agreed that we may contact you for a reference. As the candidate has been shortlisted for interview, I would be grateful if you could complete this form and return it to us as soon as possible. As the position is working with children it is important that you make us aware of any Safeguarding issues that you are aware of.

Q1	How long have you known the person named above?
Q2	What is your relationship with or how do you know the person named above?
Q3	Has the person named above ever worked with you or for you?
Q4	In your opinion, how do you feel the candidate's character suits the role they're applying for
Q5	Did you find the applicant to be trustworthy and honest?

Q6	<p>Have there been any Safeguarding concerns around this person: Yes/No</p> <p>If yes, please give details.</p>
Q7	<p>As the work of this post involves working with children it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. To the best of your knowledge, does the applicant have any unspent or unfiltered* spent criminal convictions, cautions, reprimands or formal warnings?</p> <p>Yes/No</p> <p>Please see www.gov.uk/government/publications/filtering-rules-for-criminalrecord-check-certificates for information regarding filtering convictions</p>
Q8	<p>Are you aware of any action taken in relation to low-level concerns which have been reported about this applicant?</p>
Q9	<p>Do you know of any reason why this applicant should not be employed in this post?</p>
Q10	<p>Please comment on this applicant's ability to build effective working relationships with: -</p> <ol style="list-style-type: none">1. Management2. Colleagues3. Pupils4. External Stakeholders (Governors, Parents etc.)



Q11	Are you aware of any Disciplinary or Capability proceedings that the applicant may be subject to at the time of requesting this reference or that they may have been subject to in this role previously:
Q12	Do you have any other comments which you would feel would be helpful or relevant to this application?

Signed:

Date:

Name:

Position:

Please return this form by e-mail to me as soon as possible to hr@widerambition.org. Alternatively, please return by post to HR Department, Wider Ambition Ltd 11-16 Chestnut Court, Jill Lane, Sambourne, B96 6EW

I would like to take this opportunity to thank you in advance for your help.

Yours faithfully

A handwritten signature in black ink that reads "Wendy McKay".

Wendy McKay
HR Manager

On behalf of Wider Ambition.