**Reference Form**

As the **Employer there is the need to ensure the suitability of the applicant.** In line with “safer recruitment practice” it is recommend that the employer requests the following BEFORE offering any employment –

1. Two References – one from most recent or current employer and one other preferably from a previous employer too.
2. Check the SSSC register
3. Apply for a PVG check.

**As the Employer, you may wish to send this form and ask for it to be returned.**

**Or you could use the questions below if asking for a verbal reference.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference request for Personal Assistant**

**Name of Applicant -**

Approximately how long have you known the candidate (years and months) \_\_\_\_\_\_\_

In what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the candidate currently managed / employed by you? **Yes / No**

Please give your assessment of the following attributes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Quality of work |  |  |  |  |
| Quantity of work |  |  |  |  |
| Application to job |  |  |  |  |
| Ability to work beyond the job |  |  |  |  |
| Relation with others |  |  |  |  |
| Dependability |  |  |  |  |
| Honesty |  |  |  |  |
| Attendance / Punctuality |  |  |  |  |
| Sickness record |  |  |  |  |
| Work without supervision |  |  |  |  |

Any other comments?

Are you satisfied that the person has the ability to undertake the post? **Yes / No**

If no, please give details of your specific concerns and the reason why you believe the person might be unsuitable

Does the candidate have any noteworthy achievements, skills or personal qualities? If so, what are they?

Do / Did you have any significant concerns about the candidate’s work or personal qualities? If so, what were these?

Would you re-employ? **Yes / No**

Has the candidate been subject to any investigations or disciplinary proceedings within the last 12 months? **Yes / No**

Are you completely satisfied that this person is suitable for working with children and /or vulnerable adults?

If no please give details of your specific concern and the reason why you believe the person might be unsuitable.

Where relevant, please detail any referrals made under the Protection of Vulnerable Groups (Scotland) Act 2007 or to the Scottish Social Services council, General Teaching Council or similar legislation or bodies, of any allegations or concerns that have been raised that relate to children, young people or vulnerable adults. Please give the outcome of any referral or allegations.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**