

SIR JOHN HERON PRIMARY SCHOOL

School Road
Manor Park
London E12 5PY
Telephone: 020 8514 9860
Fax: 020 7345 1884



E-mail: info@sirjohnheron.newham.sch.uk

Website: www.sirjohnheron.newham.sch.uk

Headteacher: Vicky Broughton BA, P.G.C.E Deputy Head: Wayne Wathen-Howell BA, P.G.C.E

Together we learn, Together we achieve

REFERENCE REQUEST FORM

Applicant Name:

Position applying for:

The above named individual has applied for a position within our school, and has provided you as a referee. We would appreciate if you would take a few minutes to fill in the following form, as thoroughly as possible, regarding their employment with your school/company. Many thanks for your assistance.

REFEREE:

Name:

Position in organisation:

Referee's organisational relationship to the candidate's post

CANDIDATE:

Position Held:

Current salary:

Date of Employment from: to

Posts supervised:

What was your assessment of this person's performance whilst employed by you?
Please indicate on the table below:

Work Performance:	Excellent	Good	Fair	Poor
Output				
Quality				
In a team				
On own initiative				
With the public				
Communication:	Excellent	Good	Fair	Poor
Written				

Verbal				
Sign Language (if appropriate)				
	Excellent	Good	Fair	Poor
Numeracy				

Please comment on the candidate's suitability for the role:

.....

Please indicate if the candidate has been involved in any:

Disciplinary record and action:

.....

Any child protection allegations:

.....

Please add any further relevant comments below:

.....

Signature: **Date:** / /

Please stamp with school/Company stamp:

NB: We are **unable** to accept electronic signatures, signed references on **headed paper** can be faxed to me on **0207 345 1884** or emailed to info@sirjohnheron.newham.sch.uk if this is more convenient.

Thank you for your time in filling out this form.