

**CONFIDENTIAL REFERENCE FOR**

**FOR THE POSITION OF**

**Art History tutor/teacher**

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| --- | --- |
| **BACKGROUND** | |
| How long have you known the candidate and in what capacity? |  |
| **PERSONNEL MATTERS** | |
| Candidate’s current position |  |
| Dates of the candidate’s employment with you  (mm/yy) | From:  To: |
| Main duties and responsibilities of post: |  |
| The applicant’s reason for leaving your employment: |  |
| Did the candidate perform his or her duties to your satisfaction?  If no please provide details of ay areas needing improvement and any remedial action taken. |  |
| Please comment on the effectiveness of the applicant's interactions with:   1. Other adults 2. Children and young people |  |
|  |  |
| **SUITABILITY FOR POST** | |
| Please see the job description and person specification attached.  Do you believe the applicant is suitable to undertake this position? |  |
| **SUITABILITY TO WORK WITH CHILDREN** | |
| Are you completely satisfied that the candidate is suitable to work with children?  If no, please provide specific details of your concerns and the reasons for your doubts: |  |
| **DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS** | |
| To the best of your knowledge has the applicant ever had an allegation made against them, or been under investigation, in regard to their behaviour towards children?  If yes, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was? |  |
| Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?  If yes, please give full details of the nature and date(s) of the misconduct and of the penalty or sanction still in force |  |
| Has the applicant been subject to any disciplinary action relating to their suitability to work with children in which penalties or sanctions were imposed but have since expired?  If yes, please give full details of the nature and date(s) of the misconduct and of the penalty or sanctions that were imposed: |  |
| Would you re-employ the applicant?  If no, please say why: |  |
| It is essential that you answer all of the previous questions, but please feel free to add further comments or a letter if you wish: |  |

**Signed Name**

**Position**

**Date**

**Please return as soon as possible to Rose Aidin:**

[**rose@arthistorylinkup.org**](mailto:rose@arthistorylinkup.org)

Art History Link-Up

Charity registration number: 1172792

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