



## Employment Reference Consent Form

### Information for Applicants:

In order for us to seek employment references from the two referees named on your application form, we may need to provide your referees with evidence that you have consented for a reference to be supplied.

Please therefore read the information over the page and sign to confirm that you understand and consent for your information to be used as described. We will require either the signed original or a scanned copy of this form returned to us.

This information will be requested prior to interview wherever possible.

We may also make follow-up contact with your referees before or after an offer of appointment is made should we require further clarity on the information supplied.

This consent form will only be used for the purposes of recruitment to the post named below.

If you have any queries, please contact us before submitting the form.

**Please return your signed form to us, either by post or hand delivery to Everychild Partnership Trust, Hatchlands Road, Redhill, Surrey, RH1 6AT, or by emailing a scanned copy to [admin@everychildpartnership.org.uk](mailto:admin@everychildpartnership.org.uk)**

# Employment Reference Consent Form

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| Name and address of recruiting school or nursery:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| Post applied for:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Reference Request Details</b> <p>Your referees will be asked to provide comments on the following areas:</p> <ul style="list-style-type: none"><li>• their relationship with you, i.e. did they have a working relationship; if so what; how long they have known you and in what capacity;</li><li>• confirmation of details of your current post and salary (or at time of leaving) and continuous service dates (including service dates in other posts, if relevant);</li><li>• whether they are satisfied that you have the ability to undertake the job in question, including specific comments about your suitability for the post;</li><li>• your performance history and conduct, including whether or not you have been the subject of capability procedures within the last two years (and, if so, details of the concerns which gave rise to this, the duration of the proceedings and their outcome);</li><li>• details of any disciplinary procedures you have been subject to in which the disciplinary sanction is still current;</li><li>• details of any disciplinary procedures you have been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired;</li><li>• details of any <b>substantiated</b> allegations or concerns that have been raised about you that relate to the safety and welfare of children or young people or behaviour towards children or young people, including the outcome of those concerns (e.g. whether the concerns or allegations were investigated, the conclusion reached and how the matter was resolved);</li><li>• if you have now left the organisation, confirmation of your reason for leaving and whether they would re-employ you in the future (and if not, why).</li></ul> <p>Please note that, in the event that we make a conditional offer of appointment to you, we will also request additional information from your referees at that stage about the number of days and occasions of sickness absence you had in the last 12 months of employment.</p> |  |

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| <b>Applicant's declaration</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <p>I hereby authorise you to contact the referees I have named on my application form and to undertake any factual checks relating to other previous employment that you may deem to be appropriate. I understand that a copy of this declaration can be provided to the individuals who are contacted.</p> <p>I have read the list of information that will be requested from my referees and I give my consent for this information to be supplied.</p> |  |
| Signed:                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| Print name:                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |