



**Name of Applicant:**

**Post Applied for:**

Please confirm the following details:

The applicant's period of employment with you:

From: ...../...../..... To: .....date...../...../.....

The applicant's current or most recent job title with you and the main duties and responsibilities of that post:.....

.....  
 .....  
 .....

**Reason for leaving:**

Please complete each section using the following scoring system:

**4 – Outstanding**  
**2 – Average**

**3 – Good**  
**1 – Weak**

**0 – Unable to comment**

|  |  |                                |  |
|--|--|--------------------------------|--|
| Sensitive to the needs of young clients  |  | Dependability and co-operation |  |
| Ability to work under pressure   |  | Initiative                     |  |
| Knowledge of the job   |  | Honesty                        |  |
| Use of IT  |  | Discretion                     |  |
| Ability to work with minimum supervision   |  | Flexibility                    |  |
| Suitability of working with Clients/Patients.  |  | Sense of humour                |  |
| Soundness of judgement   |  |                                |  |
| Ability to meet deadlines  |  |                                |  |
| Command of accuracy of written English   |  |                                |  |
| Personal relationships with colleagues   |  |                                |  |
| Administration efficiency  |  |                                |  |
| Relationships with Clients & Kins  |  |                                |  |
|  |  |                                |  |
|  |  |                                |  |
| <b>It would be helpful if you could comment on the applicant's suitability in the following areas:</b> |  |                                |  |
| Interpersonal skills   |  |                                |  |
| Commitment, dedication and involvement   |  |                                |  |
| Suitability for this post  |  |                                |  |

**SAFEGUARDING**

Has the applicant been subject to Child Protection enquiries or disciplinary procedures?  
**Yes/No** (If **Yes** please give details on a separate sheet of paper)

Has the applicant been involved in any offences relating to children, including any in which the 'time is expired'? **Yes/No** (If **Yes** please give details on a separate sheet of paper).

If you were looking to fill a similar post would you: (please tick the appropriate box)

Go out of your way to seek to appoint or retain this candidate  
Be happy to appoint or retain this candidate.  
Definitely not appoint or retain this candidate.

|  |
|--|
|  |
|  |
|  |

Name of Referee:

Signature:

Relationship to Candidate:

Organisation:

Date: ...../...../.....

***email reference to: info@recruit4careltd.com***

***Thank you for your co-operation***