

**Request for Reference letter**

Your logo

Name  
Address

Date

Dear

(Insert applicant's name) has applied for the post of (insert post) at (insert name of setting) and on their application form they have named you as a referee.

It would be appreciated if you would kindly complete the enclosed Reference form for the above applicant who will be responsible for the care of up to (insert number) children in our childcare provision. Also enclosed is a job description/person specification for reference.

I look forward to hearing from you shortly as I would like (insert applicant's name) to take up her/his position, if successful, in the provision on (insert date).

Please return the Reference form marked 'Private and Confidential' by (insert date) to:

Name

Address

Thank you for your cooperation in this.

Yours sincerely

(Chair person /Owner)

Encs.

**Reference Form  
(confidential when complete)**

<b>Applicant's name</b>	
<b>Referee's Name, address and telephone number</b>	
<b>Can you please verify the dates of employment, title and role with you?</b>	
<b>What was the reason for leaving your employment?</b>	
<b>Can you please comment on their suitability for caring for children and their rapport with children?</b>	
<b>Did the applicant complete their duties and responsibilities satisfactorily?</b>	
<b>Please can you comment on their ability to perform the tasks as described in the job description/person specification.</b>	
<b>Was the applicant punctual or were there any issues with absenteeism?</b>	
<b>Was the applicant ever subject to any disciplinary action or involved in any ongoing disciplinary action? If so please can you briefly describe?</b>	
<b>Can you please describe the relationship the candidate has with his/her peers, manager and</b>	

parents.	
Is there anything else I should take into consideration before employing this applicant?	

Please complete on separate sheet if required

**Referees Signature**.....

**Date**.....

**Print**.....

SAMPLE