



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			
It would be helpful if you could comment on the applicant's suitability in the following areas:			
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@jjplusltd.com

Thank you for your co-operation