

EXAMPLE TRUST

Data Protection Notice

Samantha Bloggs has provided consent to Example Trust for this reference to be obtained. All the details are provided to Example Trust without liability on the part of MyNewTerm and will be held in confidence by Example Trust and in accordance with their Privacy Policy. This reference contains confidential and personal data which any recipient is required to maintain in confidence and protect in accordance with UK GDPR, the Data Protection Act 2018 and all other UK data protection legislation.

1. CANDIDATE DETAILS

Full Name: Ms. Samantha Bloggs

Former Name(s): Johns Preferred Name(s): Sam Job Vacancy: Art Teacher School: Example Trust

2. REFEREE DETAILS

Title: Miss.

First Name: Example Last Name: Referee

Job Title: Example Job Title

Organisation Name: Example University 2, EXAMPLE

Contact Number: 012345678904

3. REFERENCE INFORMATION

How long have you known Samantha Bloggs and in what capacity?:

Example text

Please tell us the positions held by Samantha Bloggs whilst employed:

Position: Example text

Contracted Hours: Example text

Start Date: January 2025

End Date: Present

What was / is Samantha Bloggs salary or hourly rate in their most recent position

employed?: Example text

Please provide a brief description of Samantha Bloggs' duties:

Example text

Please enter the reason for Samantha Bloggs leaving their current or most recent position

employed?: Example text

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4. RATINGS

How would you rate Samantha Bloggs':

OUTSTANDING GOOD SATISFACTORY POOR N/A

efficiency

Conduct

Ability to cope with

Timekeeping pressure

Attitude Ability to follow

management

instruction

Work performance

Ability to follow the

behaviour

Reliability management policies

Honesty and Integrity Ability to manage

others

Relationship with

colleagues

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Capability of achieving

agreed targets and

deadlines

Initiative

Administrative

Would you offer / re-employ Samantha Bloggs if a suitable vacancy occurred?: No

If No, please state why:

Example text

Please add any further comments you may have regarding Samantha Bloggs and the position applied for: Example text

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Having considered the enclosed details regarding the position, would you recommend Samantha Bloggs for this appointment?: Yes

If yes, please comment on how Samantha Bloggs has demonstrated that they meet the person specification: Example text

5. DISCIPLINARY ACTION

Has Samantha Bloggs been subject to any disciplinary procedures resulting in a formal warning (i.e. disciplinary sanction)? This includes any live or spent warnings. Yes

If yes, please provide further details:

Example text

6. SAFEGUARDING CHILDREN

Has Samantha Bloggs been subject to any action that has resulted in a substantiated safeguarding concern/allegation that meets the harm threshold? This includes a group of low-level concerns about Samantha Bloggs that meet the harm threshold. A single low-level concern or group of low-level concerns or allegations that do not meet the harm threshold should not be included in this reference.* Yes

If yes, please provide further details:

Example text

Are you satisfied that Samantha Bloggs is suitable to work with children?: No

If no, please provide further details:

Example text

7. TEACHERS AND SCHOOL LEADERS ONLY

If Samantha Bloggs is a teacher or school leader, have they undergone Formal Capability Procedures within the past 2 years?: Yes

If yes, please provide written details of the concerns which gave rise to the capability proceedings, the duration of the proceedings and their outcome in accordance with the School Staffing (England) Regulations 2009 (or equivalent legislation for non-maintained schools) and/or guidance from the Department for Education:

The concerns which gave rise to the application of the Procedure:

Example text

Duration of the capability process with the Teacher?:

Example text

What was the outcome of managing the Teacher through the Capability Procedure?:

Example text

8. CONFIRMATION

In signing this document, you confirm that the information provided is accurate.

Signature

EXAMPLE REFEREE PRINT 29TH JULY, 2025 DATE

NAME

SIGNATURE

Title Samantha B	loggs REFERENCE	
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