PRIVATE & CONFIDENTIAL

[Name and address]

[Date]

Dear [name]

Reference for the post of [job title]

[Name of candidate] has applied for the above position within [name of setting] and has given us permission to seek a reference from you.

We would be grateful if you could confirm the following:

- details of [her/his] employment dates
- [her/his] suitability to carry out the duties in the enclosed job description
- whether you know of any reason why [name of candidate] would be unsuitable to work with children
- [her/his] sickness absence record over the last 12 months, providing details of the number of days of absence and the number of occasions *(note: this sentence is only included where a conditional offer of employment has already been given to the job applicant)*
- in your experience, the honesty of [name of candidate] whilst in your employment
- whether there is a live disciplinary warning on file
- whether you would re-employ [name of candidate]

We would very much appreciate your comments as soon as possible.

Yours sincerely

[Name] Chair of the Committee, Woodborough Village Pre-School

Enc. Job description