



## KINGS LANGLEY SCHOOL

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Confidential reference

**Name of Applicant**

**Post Applied for**

Could you please comment on each of the following (as appropriate) by ticking the relevant column/box **if applicable**. 1 is outstanding, 2 is good, 3 is satisfactory, 4 is poor and 5 not known.

Quality/Skill being assessed	1	2	3	4	5	Supporting notes
Ability to set high standards						
Communication skills – written						
Communication skills – oral						
Creative thinking						
Decision making skills						
Management						
Prioritising skills						
Resource management						
Sensitivity when dealing with people						
Teaching						
Time management						
Adaptability						
Discipline & Classroom Management						
Energy						
Enthusiasm						
Intellectual ability						
Punctuality						
Reliability and integrity						
Self confidence						
Ability to hold colleagues to account						
Able to evaluate/analyse data						
Leadership Ability or Potential						



What are the candidate's main strengths?

What are the candidate's main weaknesses?

Absence (NOT SICKNESS – RELATED: E.G. FOR PERSONAL MATTERS OR UNATTRIBUTED REASONS)

The Equality Act 2010 prohibits prospective employers from asking about a candidate's health, sickness record or health-related matters prior to making an offer of employment, however if an offer of employment is made we may contact you again to request further details.

Please give details of absences **unrelated to sickness** in the applicant's most recent two years of employment with you:

How many days of absence from work did they take in total?

*Days/Details*

*How many episodes of absence did they have?*

*Periods/Details*

*If you had a similar post would you appoint this applicant?*

<b><i>Yes, without reservation</i></b>	<b><i>Yes, with some reservation</i></b>	<b><i>Undecided</i></b>	<b><i>No</i></b>

*Has the applicant been subject of any grievance, misconduct or disciplinary proceedings or disciplinary warnings, including time-expired warnings that relate to the safeguarding of children?*

<b><i>Yes</i></b>		<b><i>No</i></b>	
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*Are you aware of any reason why the applicant should not have substantial access to children?*

Yes		No	
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Start date of employment		End date of employment	
Continuous service start date			

*Please use a separate sheet to provide any additional information.*

**Signed:** .....

**Name:** ..... **Date:** .....