



## CONFIDENTIAL FORM TO ACCOMPANY REFERENCE FOR A NON-TEACHING POST

***Please be aware that in accordance with national Safer Recruitment Guidelines (which apply to everyone employed in a school) you have a legal responsibility to ensure that this reference is accurate and does not contain any material misstatement or omission; and that relevant factual content of the reference may be discussed with the candidate. You may be contacted at a later date for clarification on any part of the reference that you have given.***

Applicant's Name:	Shadi Khalaf
Post applied for:	Volunteer Pre-Prep

How long have you known the candidate and in what capacity? 7years my student

Do you believe that the candidate has the ability and is suitable to undertake this position?  
(Please comment about the candidate's suitability for the post)

I am positive she can easily carry out the duties involved in this task

Are you completely satisfied that the candidate is suitable to work with children?  
If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?

I found her a very kind person and especially capable of dealing with children

Have there been any concerns about the candidate's behaviour towards children or young people?  
If so, please give details, including the outcome of those concerns and how the matter was resolved:  
Not at all

**If the candidate is or was employed by you, please provide the following details:**

Job Title:

Current Salary (if applicable):

Start Date:

End Date:

How many days was the candidate absent from work during the last 12 months?

*If more than 5 days, please state reasons:*

How many days parental leave has the candidate taken whilst in your employment? *Please state the number of days and the year/s in which they were taken.*

Please comment briefly on the candidate's performance history and conduct while employed by you:

Do you believe that the candidate is physically and mentally fit to work in a boarding school environment?  
*If not, please elaborate, including any reasonable adjustments that were made during past employment to enable the candidate to perform his/her duties:*

Of course she is physically and mentally fit for the position.

Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?

*If so, please give details: negative*

Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including any where the disciplinary sanction has expired?

*If so, please give details: negative*

Have there been any allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children or young people?

*If so, please give details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved:*

**Signed:**

**Position: Director of Board of Edu**

**Date:2017/06/11**

**Name: Rahmat Vahdani**