**Durham County Council Children & Young People’s Services**

**Supported Lodgings Service**

**REQUEST FOR CONFIDENTIAL REFERENCE - EMPLOYER**

**(The person giving this reference should ensure that it contains no material mis-statement or omission relevant to the suitability of the applicant for the post. This clear legal liability for reference is referred to in ‘Choosing with Care’ 1992).**

**Please refer to the Role of the Supported Lodgings Provider specification when completing this form.**

**Reference for:**

**Role of: Supported Lodgings Provider**

**Reference Provided by:**

**Job Title:**

**SECTION 1**

1. Dates of employment with you:

From: To:

Please confirm that these dates are correct. YES/NO

1. If this person has already left your employment, please state why?
2. If this person is continuing in their employment with you do you have any concerns about them managing this alongside this new role and if so what would they be?

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1. How many days absence has this person taken due to sickness in the last full

 year or, if employed for less than one year, during the period of employment?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days

On how many occasions during the year was this?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give details/reasons for absence.

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5. Has this person ever been the subject of any disciplinary action whilst in your

 employment? YES/NO

 If yes, please state date and outcome of disciplinary.

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1. Was any disciplinary action pending against this person or being conducted at

 the time he/she left your employment? YES/NO

 If yes, please give details.

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1. Did he/she establish effective working relationships with:
	1. Line Manager?
	2. Colleagues?
	3. Other professionals?
2. Would you re-employ this person in a similar capacity within your

organisation?

 Please specify

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1. Please describe the applicant’s strengths \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please describe the applicant’s weaknesses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Does the applicant have any involvement with young people in their work role Yes/No

If yes please describe this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And please comment on the applicant’s abilities/approach with this group.

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1. Would you have any concerns regarding this person taking on the role of supported lodgings provider and if so what would they be?
2. Please add any additional comments which you believe would assist us in recruiting

this person as a Supported Lodgings Provider.

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1. Please confirm whether the applicant will receive a copy of this reference or

 otherwise know its contents. YES/NO

Signature:

Date:

Telephone number:

Name and address of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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