

Employee Reference Request Form for Teaching Staff
(to be completed by Referee)

Candidate's Name:

Post applied for :

Dates applicant employed in your school

From		To	
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Salary at time of leaving employment

At time of leaving employment/current role was there any disciplinary action against the applicant?

If known, please provide the reason the applicant left/is leaving

Please advise of the suitability of the applicant for this post.

1	Relevant Experience (Teaching and non-teaching experience, including a brief description of responsibilities of present post)
2	Teaching Skills (eg teaching ability and style; range of classes; classroom management and organisation; discipline; use of resources; assessment; relationship with pupils)
3	Organisation and Management Skills (eg ability to organise effectively; involvement in innovative projects; leadership qualities; decision-making through consultation; handling difficult situations; concern for welfare of pupils and staff)
4	Professional Development (eg awareness of current educational developments; in-service training)

5	Personal Attributes (which would enhance the applicant's suitability for the post, eg motivation, reliability, interpersonal skills)
6	Any other information you may wish to give concerning the candidate (eg wider contribution to the school).
7	Overall suitability for the post (indicate whether the applicant meets the Professional Standards applicable to their current role and whether you would appoint the applicant to a similar post in your school with or without reservation)

Referee's Name:		Referee's Job Title:	
Referee's school and address:			
Signature			

Please now return this completed form to the sender

LUC is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices, which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

All appointments are subject to an interview, identity checks, criminal record checks, successful references, as well as due visa and work permit process as required by Chinese law.