**Snap Care: Reference Request General**

*Snap places candidates to work with children, young people & adults with disabilities and additional needs who are potentially vulnerable. Your reference will be very helpful to ensure we maintain our thorough screening process. If you have any questions regarding this reference, please call on 020 7729 2200 or email info@snapcare.co.uk.*

Please complete, save and return to info@snapcare.co.uk *Thank you!*

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Reference Request For: (Please add Applicant / Employee name here)
Name of referee (Your name): Your Role/Job Title (if applicable):
Company Name (if applicable): Tel:

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Please give a description of his/her job:

Please state the dates he/she worked for you:
From: Month: Year: To: Month: Year:

Why did the applicant leave?

Do you have any knowledge of the applicant’s work children/clients with disabilities / additional needs?
If so, please provide details:

How did the applicant interact with other members of staff?

Personality wise, how would you describe the applicant?

Any particular strengths:
Any particular weaknesses that may affect his/her work ability:

Please comment on the following where relevant:

* Timekeeping:
* Driving:
* Attitude to work:

Would you recommend the applicant to work with children or clients with disabilities/additional needs?

Did the applicant have DBS (Police check) for the position?
Was the applicant ever subject to disciplinary action?
Were there any safeguarding concerns regarding the candidate?
In principle, would you re-employ the applicant?

Any additional comments (please feel free to send a separate written reference, the more information we have the better!)

Name: Dated:

(Please note: i*ndividuals have the right under the Data Protection Act 1998 to see copies of references received about them and we cannot therefore guarantee the complete confidentiality of any reference received. Snap may also show this reference to prospective employers).*

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Snap Care is part of SNAP Childcare Ltd. Postal address: 2 Broad Street. Newent Gloucestershire. GL18 1AH [www.snapcare.co.uk](http://www.snapcare.co.uk) 020 7729 2200