**FAITH AND CHARACTER REFERENCE FOR APPOINTMENT IN A CATHOLIC AIDED SCHOOL OR CATHOLIC ACADEMY**

This letter would be sent by the Clerk/Chair of Governors / Board to the applicant's parish priest or other clerical referee

**CONFIDENTIAL**

Applicant's name:

Post applied for and school:

Dear Father

 has applied to this school for the above post and has given your name as a referee. I should be grateful if you would answer all of the points raised on the attached questionnaire in as much detail as you are able. In the interests of fairness the governors / directors have decided that only written responses will be accepted.

Please ensure that the statement provided is reliable, and based on a careful and accurate assessment with full and frank disclosure of all relevant matters. I hope the questionnaire helps you in this respect.

As additional information, which you may find useful, I enclose a copy of the job description and person specification for the post.

I am enclosing a stamped addressed envelope for your reply.

The selection interviews will be held on \_\_\_\_\_\_\_\_\_ and it would be helpful if you are able to let me have the information by \_\_\_\_\_\_\_\_\_\_\_\_\_

May I thank you in anticipation for your assistance in this matter.

Yours sincerely

**Chair of Governors / Board**

**On behalf of the Governing Body / Board**

**FAITH AND CHARACTER REFERENCE FOR APPOINTMENT OF HEADTEACHER/DEPUTY IN A CATHOLIC SCHOOL OR ACADEMY**

**CONFIDENTIAL**

Applicant’s name:

Address:

Present post and school:

Post applied for and school:

1. To your knowledge does this person attend Church and receive the sacraments regularly?

2. What is your assessment of his/her commitment to Catholic beliefs and practices?

3. What is his/her involvement in and commitment to parish and to the faith community life? Has he/she held any specific roles and if so, with what success?

4. Is this person someone you would regard as suitable to work with children and have confidence in as a leader in a Catholic school?

5. Are you able to recommend this person strongly or without reservation for this post?

6. Any other comments.

Signed: Date:

Status:

Address: