



Executive Principal: Mrs. Mary Ellen McCarthy; MA; EdM
Deputy Executive Principal: Ms. Sarah Kober BA (Hons) QTS; NPQH

Website: www.lumenlearningtrust.co.uk

Confidential - Request for Reference

Name of applicant: _____

The above has applied to provide voluntary support at Echelford Primary School and has given your details as a referee. Please provide whatever details you feel able to according to the criteria below.

Yours sincerely,

The Echelford School

The above named person is known to me in a personal / professional capacity*

*please delete as necessary

If in a *personal* capacity I have known the above person for

Years: _____

If in a *professional* capacity the above person was/is employed with us as

Job Title: _____

Dates: _____

I am also willing to confirm the following:

	Exceptional	Good	Satisfactory	Poor
General character including personal integrity & honesty				
Attitude				
Relationships with others/peers/subordinates				
Team working				
Reliability				



Lumen Learning Trust

Learning together for a brighter future

Briar Road, Shepperton
Surrey, TW17 0JB
Tel: 01932 571217

Website: www.lumenlearningtrust.co.uk

Executive Headteacher: Mrs Mary Ellen McCarthy; MA; EdM
Headteacher: Mrs Sarah Vernon BA (Hons) QTS; NPQH

Please use the space below if you have any further comments you wish to add

Respondent/Referee name

Respondent/Referre title (if applicable)

On behalf of (employer/organisation if applicable)

Respondent/Referee signature

Date

Please return the completed form to office.echelford@lumenlearningtrust.co.uk

Thank you for your assistance.