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Dear Prospective Candidate

Important advice regarding faith references

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you regularly worship.'

At a time when priests are increasingly assuming responsibility for larger pastoral areas, it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references:

1. Speak to the priest before completing your application and ask if he agrees to your including his name as a referee.
2. Provide him with an outline of
 - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post, etc
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

Please be aware that if governors are not in receipt of a supportive faith reference prior to interview, then even though you may have been shortlisted, governors will not be able to proceed with the interview process.

Yours sincerely

D J Cunningham
Director of Schools