**REFERENCE REQUEST FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name [of employee or prospective employee]:** | | | | | |
|  | | | | | |
| The person named above (the Applicant) has applied for employment with this Company in the post of [job title].  We are seeking a reference in respect of the Applicant, who has given their consent for us to approach you for this purpose.  We would be grateful if you could answer the following questions as fully as possible: | | | | | |
| Did the Applicant work for your Company? | | | | Yes | No |
| If yes, what were the Applicant's start and leaving dates? | | | | | |
| **Start date:** |  | | | | |
| **Leaving date:** |  | | | | |
| What was the Applicant's job title with your Company? | | | | | |
|  | | | | | |
| What were the Applicant's main job duties? | | | | | |
|  | | | | | |
| Did the Applicant have supervisory responsibility for other staff? | | | | Yes | No |
| Did the Applicant have any responsibility for recruitment, appraisal, discipline or dismissal? | | | | Yes | No |
| Did the Applicant have any responsibility for money, materials or goods? | | | | Yes | No |
| Did the Applicant have any responsibility for computer operations or computer programming? | | | | Yes | No |
| **What is your assessment of the following elements in relation to the Applicant?** | | | | | |
|  | **Excellent** | **Good** | **Fair** | **Poor** | |
| **Quality of work** |  |  |  |  | |
| **Quantity of work** |  |  |  |  | |
| **Dedication to the job** |  |  |  |  | |
| **Ability to work without supervision** |  |  |  |  | |
| **Working relationships** |  |  |  |  | |
| Did you find the Applicant to be honest and trustworthy? | | | | Yes | No |
| Did you find the Applicant to be reliable in carrying out his/her duties? | | | | Yes | No |
| Was the Applicant's time-keeping satisfactory? | | | | Yes | No |
| Did the Applicant have any disciplinary warnings during his/her last 12 months' employment with your company? If so, please comment, if possible on the nature of these warnings: | | | | Yes | No |
|  | | | | | |
| What was the reason for the Applicant leaving your company? | | | | | |
|  | | | | | |
| Do you think the Applicant would be a suitable person to perform the job described above? | | | | Yes | No |
| Would you re-employ the Applicant? | | | | Yes | No |
| Please comment further, if possible, on the Applicant's suitability for employment into the post described above. | | | | | |
|  | | | | | |
| Any information that you choose to give us will be treated in the strictest confidence. Thank you very much for your assistance. | | | | | |