**COMPANY NAME**

**REFERENCE REQUEST FORM**

|  |
| --- |
| **Name [of employee or prospective employee]:** |
|   |
| The person named above (the applicant) has applied for employment with this organisation in the post of [job title]. This post will involve the following key job duties [list key job duties] [and is at a junior/supervisory/management/senior management level].We are seeking a reference in respect of the applicant, who has given his/her 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 organisation? | 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 organisation? |
|   |
| 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 organisation? If so, please comment, if possible on the nature of these warnings: | Yes | No |
|  |
| What was the reason for the applicant leaving your organisation? |
|   |
| 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. |

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