Reference request form

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| **Name of applicant:** |  | |
| 1. In what capacity do you know the applicant? (e.g. as a former employee, friend, etc) | |  |
| 1. How many years have you known the Aaplicant? | |  |
| 1. In your opinion is the applicant an honest and reliable person? | |  |
| 1. Please write here any other comments you would like to make regarding the applicant, and which would be of interest to a prospective employer.   (Please continue on a separate sheet if necessary) | |  |
| **(Questions 5-8 to be answered by former employers only)** | | |
| 1. (a) Please state the dates during which the applicant was employed by you or your organisation and in what capacity they were employed. | |  |
| (b) During the period the applicant was employed by you, would you say their timekeeping was:  (i) good  (ii) average, or  (iii) below average? | |  |
| (c) (i) how many days sickness has the applicant taken in the last year?  (ii) how many periods of sickness has this consisted of? | |  |
| (d) Did the applicant take parental leave and if so:  (i) for how long; and  (ii) what was the name of the child? | |  |
| 1. Would you re-employ the applicant? If not, why not? | |  |
| 1. What was the applicant’s reason for leaving your employment? | |  |
| 1. What was the applicant’s salary at the time of leaving? | |  |

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| Is this reference given in confidence? | YES/NO (delete as appropriate) |
| Signed:  (if applicable company stamp) |  |
| Name of person signing: |  |
| Date: |  |