



Reference Form TO BE FILLED BY REFEREE

Applicant name:	
Applicant Job Title:	
Applicant D.O.B:	

Please answer all questions honestly and accurately:

Specific dates of employment: (Please use exact dates)	From: (DD/MM/YYYY)	To: (DD/MM/YYYY)
Job title:		
Nature of work, Specific duties, responsibilities:		
Reason for leaving employment. If dismissed please supply details:		
Can you provide information about the number of sickness absence within the last 12months		
During employment was applicant the subject of a Disciplinary procedure? Yes No		

If yes, please supply full details and outcome	
Would you re-employ applicant? Yes No If no, please state reasons why:	
Do you have any other information you feel would be relevant to an employer?	

Please tick which box accurately applies to the applicant:

	Excellent	Good	Satisfactory	Below Average	Poor
General Conduct					
Work Performance					
Attitude to Work					
Initiative					
Time Keeping					
Relationships with: Colleagues:					
Relationships with: Customers:					

If you indicated applicant is "Below Average" or "Poor" for any category, please state your reasons below:

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Signature:	
Date:	
Print Name:	
Date:	
Company name:	
Position Held:	

Telephone number:	
Address:	