# Employment reference request

Section A:

Application details:

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| --- | --- |
| Name: |       |
| Address: |       |
| Postcode: |       |

Details of post / Chair of interview panel:

|  |  |
| --- | --- |
| Position applied for: |       |
| Ref No: | NAY  |
| Chairperson’s Name: |       |
| Chairperson’s Email: |       |

Reference questions

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| How long have you known the applicant?       |
| In what capacity (e.g. employer/teacher)?       |
| Did you line manage, supervise or teach the applicant?If so: a) for how long? b) for what organisation are/were you employed?      |
| What is/was your position within that organisation?       |

**If applicant is known in a working/education capacity, please complete both Section B and Section C. Other referees please go directly to Section C.**

Section B:

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| 1. | Applicants dates of employment/ education:From:       To:       |
| 2. | Applicant’s Job Title:       |
| 3. | Applicant’s key duties/ responsibilities/ subjects studied:       |
| 4. | With reference to the Role Profile, please comment on the candidate’s suitability (or otherwise) for the post, and, if relevant, how the applicant has performed in a similar post:       |
| 5. | Applicant’s Reason for Leaving:       |
| 6. | Would you employ again? Yes [ ]  No [ ]  |
| 7. | Was Timekeeping satisfactory? Yes [ ]  No [ ] If no, please give reasons:       |
| 8. | How did they relate to colleagues and customers/clients?       |
| 9. | Was performance and conduct satisfactory? Yes [ ]  No [ ]  |
| 10. | Please provide details of any Live disciplinary actions with which the applicant has been issued:N.B Live Disciplinary Actions are penalties that are still active.Action:      Reason:      Expiry date:       |
| 11. | Please comment if applicant is currently under disciplinary investigation:      |
| 12. | Please give details of any actions under your discipline procedures that the applicant has been subject to AT ANY TIME involving issues related to the safety and welfare of service users:Action Taken:      Reason:      Dates:       |
| 13. | Apart from the above, has the applicant been investigated/concerns raised about the safety and welfare of service users. If so, please provide details:      |

Section C:

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| Please provide below any information or any further comments which would be helpful in an assessment of the applicant’s suitability for the posts for which they have applied: |
|        |

Reference completed by:

|  |  |
| --- | --- |
| Name: |       |
| Designation: |       |
| Address: |       |
| Email Address: |       |
| Signature: |       |
| Date: |       |

**N.B. Signature is not required if returned by e-mail.**

**All references must be returned directly to the Chairperson specified above. If you require further information, please contact the Chairperson.**