

CONFIDENTIAL REFERENCE REQUEST FORM

Applicant:

Issued to:

Date:

PLEASE CONFIRM THE FOLLOWING DETAILS

Position Held:

Dates of Employment:

Salary:

Benefits:

PLEASE OUTLINE

Duties and responsibilities:

How long was the applicant employed in this role?

What computer systems did the applicant use?

Areas of strength:

Areas of weakness:

Has the applicant ever received a formal warning or any other formal disciplinary procedure in relation to work performance, conduct or behaviour?

If yes, please give details:

Reason for leaving:



Would you re-employ?

If YES, in what capacity?

If NO, why not?

PLEASE GRADE (mark with an X)

Assessment Criteria	Excellent	Good	Average	Poor	Comments
Attendance					
Punctuality/timekeeping					
Flexibility					
Quality of Work					
Ability to work on own initiative with minimum supervision					
Organisation of self workload					
Contribution to team-work					
Commitment to personal development					
Honesty/integrity					
Relationship with work colleagues					

Absence/sickness details within the last 12 months:



SUITABILITY

Would you say that the applicant is suitable for the post applied for and explain why you form that opinion?

Would you say that the applicant is trustworthy / conscientious?

Please add any further comments which you feel are relevant to this applicant:

SIGNED:

PRINT NAME:

DATED:

COMPANY STAMP



