**EMPLOYEE REFERENCE FORM**

|  |  |
| --- | --- |
| Applicant Name: |  |
| Applicant Job Tittle: |  |

Please answer all questions honestly and accurately:

|  |  |
| --- | --- |
| Specific dates of employments: (Please use exact dates) | From: To: |
| Job title: |  |
| Nature of work,  specific duties,  responsibilities: |  |
| Reason for leaving employment.  If is dismissed please supply details: |  |
| Was applicant honest and trustworthy at all time?  If no, please supply full details: |  |
| During employment was applicant the subject of a disciplinary procedure?  If yes, please supply full details and outcome. |  |
| Would you re-employ the applicant?  If no, please state reason why: |  |
| Do you have any other information you fell would be relevant to an employer? |  |

Please tick which box accurately applies to the applicant:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Below Average | Poor |
| General Contact |  |  |  |  |  |
| Work Performance |  |  |  |  |  |
| Attitude to work |  |  |  |  |  |
| Initiative |  |  |  |  |  |
| Time keeping |  |  |  |  |  |
| Relationship with colleagues |  |  |  |  |  |
| Relationship with customers |  |  |  |  |  |

If you indicated applicant is “Bellow Average” or “Poor” for any category, please state your reason bellow:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Signature: |  |
| Print Name: |  |
| Date: |  |
| Company Name |  |
| Position Held: |  |
| Telephone Number: |  |
| Address: |  |

\* Please return either via email form a recognisable organisational email address, if this is not possible, hard or soft copies will need to be validated by a company stamp or submitted with a covering letter on company headed note paper.

For office use only

|  |  |
| --- | --- |
| Type of reference: | Current Employer: |
| Previous Employer: |
| Other (Specify): |
| Date received: |  |
| Reviewed by: |  |
| Checked by: |  |