

Written reference request

General information					
Name of candidate:					
Name of referee:					
Date of reference:					
Reference questions					
Question one: how long have you known the applicant?					
Less than 3 months		3- 6 months		6 months- 1 year	
1 -2 years		2 years +			
Question two: in what capacity do you know the applicant?					
Friend		Neighbour		Work colleague	
Manager/ supervisor at work		Other (please specify):			
Question three: please assess the applicant's performance in each category below					
	Very good	Good	Average	Poor	Very poor
Relationship with colleagues/other people					
Aptitude for this post					
Honesty					
Question four: previous employment					
Please <u>do not</u> complete this section if you know the candidate in a personal capacity.					
Position held:					
Dates worked:	From		To		
Reason for leaving:					
Would you re-employ this person?		Yes		No	
Please write any additional comments below:					

Written reference request

Question five: please assess the applicant's performance in each category below					
	Very good	Good	Average	Poor	Very poor
Attendance record					
Ability					
Quality of work					
Initiative					
Flexibility					
Question six: further information					
Do you know of any reason why I should not employ this applicant?				Yes	No
If yes please provide details					
Please provide any other information you feel is relevant here:					
Signature:					
Please print name:					
Job title:					
Date:					
Company stamp (if applicable):					