

Telephone reference request

General Information		
Name of candidate:		
Name of referee:		
Reference taken by:		
Date:		
Job reference number:		
Reference questions		
Question one: How do you know [name of candidate]?		
Friend	Neighbour	Work colleague
Manager/ supervisor	Other:	
Question two: how long have you known [name of candidate]?		
Less than 3 months	3- 6 months	6 months- 1 year
1 -2 years	2years +	
Question three: reliability		
Throughout the time you have known [name of candidate]:		
Have they been reliable and punctual?	Yes	No
Did they get things done when they said they would?	Yes	No
Were they often off sick?	Yes	No
Notes		
Question four: safety		
The job that [name of candidate] has applied for is as a Personal Assistant working for a disabled employer in the employer's own home. This might include cooking and cleaning for the employer, helping them out of bed and to get washed and dressed. Obviously, the safety of the employer is very important.		
Would you have any reservations about [name of candidate's] suitability to work in this situation?	Yes	No

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Notes		
Question five: honesty		
The job can involve handling money/ the employer's money & possessions.		
Do you have any concerns about the honesty/ trustworthiness of [name of candidate]?	Yes	No
Notes		
Question six: social skills/friendliness		
Did [name of candidate] get on well with the different people around them?	Yes	No
Would you describe [name of candidate] as a friendly person?	Yes	No
Notes		
Question seven: patience/behaviour under difficulty		
When [name of candidate] had to deal with difficult people or tricky situations:		
How did they respond?		

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Were they patient or did they try to rush to the end?		
Question eight: skills and work standards		
What practical tasks has [name of candidate] carried out in their work for you?		
What do you feel about their standard of work?		
Question nine: learning the job		
Was [name of candidate] quick to learn practical tasks and good at following instructions?	Yes	No
Notes		

If someone else e.g. a relative or another employee has taken this phone reference for you, you may wish to have the referee confirm the contents of their telephone reference in

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writing although this is totally up to you. If this is the case you should instruct the person taking the reference to ask the referee if they would mind doing so and to ask them whether they would like the reference to be emailed, posted or faxed to them for confirmation. If the referee is confirming the reference by post you should include a stamped addressed envelope for them to return it to.

Statement by referee	
I can confirm that I am the referee listed on the front sheet of this telephone reference. I have read through the notes and I agree that they are accurate. Where they were not, I have amended them.	
Referee signature:	
Please print name:	
Date:	
Please add below any further comments you may wish to make:	