



Employment Reference

Your name has been provided as the candidates referee and we would be most grateful if you would complete the following form with regards to their time with you. Please note that the information requested will be used to confirm any offers of employment and we encourage you to provide any further details necessary for this purpose.

CANDIDATE DETAILS CONFIRMATION:

Please confirm the following details about the candidate

Candidates full name:		
Position held:		
Reason for leaving:		
Dates	From	To

Please indicate how you would rate this candidate in regards to each of the following attributes.

	EXCELLENT	GOOD	FAIR	POOR	COMMENT
Honesty & Loyalty					
Initiative & Curriculum Knowledge					
Timekeeping / Reliability					
Ability To Be A Teamworker					
Relationships With Children & Colleagues					

What 3 words would you use best to describe their personality?

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What would you consider to be their greatest achievement whilst employed there

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Are you aware of any relevant information which may affect this individual's suitability to work with vulnerable adults /children?	YES	NO
Are you aware of any relevant information concerning the individuals conduct, Performance or attitude?	YES	NO
Would you re-employ this person?	YES	NO

Reference completed by			
Company Name:			
Referee's name:			
Date:		Referee's Job Title:	