

**REFERENCE FORM**

Dear Sir / Madam,

Kindly complete the information below in order to provide a reference for **“Place Name Here”** (‘the candidate”)who has applied for the position of **“Place Name Here”**.

Upon completion of the form, please sign, date and return to:-info@conceptsandservices.com

1. How long have you known the candidate?
2. In what capacity do you know the candidate?
3. Candidate’s position whilst in your employment
4. Did the candidate report directly to you?
5. Start Date:
6. End Date:
7. Was the employment continuous?
8. Candidate's reason for leaving
9. How did the candidate perform in the position? (Please identify strengths and weaknesses)
10. Are you aware of any occupational health and/or risk that would prevent the candidate from executing his/her duties? If yes, please describe…….
11. Was any disciplinary action taken against the candidate whilst employed with your company?
12. Please provide information on the candidate’s ability to work in a team.
13. Please provide information on the candidate’s ability to plan work effectively.
14. Would you re-employ the candidate? If not, please provide reasons.
15. Any other comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. Please complete the table below by marking an ‘X’ in the relevant box and providing any additional comments.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Acceptable | Poor | Additional comments |
| Attendance Record |  |  |  |  |  |
| Honesty / Integrity |  |  |  |  |  |
| Quality of work / Thoroughness /Attention to detail |  |  |  |  |  |
| Attitude to Management |  |  |  |  |  |
| Relationship with Colleagues / Peers |  |  |  |  |  |
| Flexibility |  |  |  |  |  |
| Timekeeping / Reliability |  |  |  |  |  |
| Attitude to clients (if applicable) |  |  |  |  |  |

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in block letters:

Job Title:

Company Name:

Date: