**Request for Reference** 

**(For Character reference please complete part 1 only, parts 1&2 are required for a full reference)**

**Applicant’s Name: Position applied for:**

**Name of Reference:**

**PART 1**

1. How long have you known the applicant: ………………… years
2. Capacity in which you have known the applicant: (Please note all applicable)

Workplace: as a Manager ……………. Socially: as a relative ………………..

 as line Manager …………. as personal friend ………...

 as a colleague …………… Other: (Please specify)

 …………………………………………………………………………………………

1. Please describe the main qualities and attributes of the applicant and give your views as to his/her suitability for the above post (please add an attach an additional sheet if required)

**PART 2 REFERENCE REFEREE REPORT**

1. Applicant’s current/former job title: ………………………………………………………………………
2. Duration of Employment: from………………………… to……………………………………..
3. Main Duties:
4. Responsibilities: (please define specialist sectors e.g., project and/or budget control, supplier and/or vendor management, subordinate management, cash handling etc.)
5. Strengths: (Please summarise the Applicant’s 3 primary strengths in key priority order)
6. ……………………………………………………………………………………………………………………………..
7. ……………………………………………………………………………………………………………………………..
8. ……………………………………………………………………………………………………………………………..
9. Weaknesses: (Please summarise the Applicant’s 3 primary weaknesses in key priority order)
10. ……………………………………………………………………………………………………………………………...
11. ………………………………………………………………………………………………………………………………
12. ………………………………………………………………………………………………………………………………
13. Overall assessment of Applicant’s performance: (please mark with ‘x’ accordingly)

Excellent Good Above Average Average Requires Unacceptable

 Improvement

Quality of work

Relations with others

Unsupervised Work

Attendance/Timekeeping

Application to Job

1. Has the applicant been the subject of any disciplinary investigations? Yes/ No (delete as applicable)

If ‘Yes’ - please describe:

1. Absence record (if applicable):

 Please note the number of absence days in the past 2 years: Year 1 Year 2

1. What was the Applicant’s reason for leaving?
2. Would you re-employ this person? Yes / No (delete as applicable)

If ‘No’ then please explain:

 **Signature: Dated:**

 **Designation: Contact tel:**