

References.

I am seeking a reference for _____, who has applied for the following job.
_____. I have enclosed a person specification for this job.

I would be grateful if you could answer the following questions. Please note that you have a responsibility to ensure that your reference is accurate:

How long have you known the candidate?

In what capacity do you know the candidate?

Are you satisfied that the candidate is suitable for the above job?

How has the candidate demonstrated to you that he/she meets the person specification?

How would you rate the candidate's performance and conduct whilst working for you, have you ever had to discuss any concerns about their performance with them?

Is the candidate punctual and reliable?

Are you satisfied that the candidate is a suitable person to work with children, young people and vulnerable adults?

Whilst working with you what post did the candidate fill?

Please give details of any disciplinary action taken with the candidate. Where any allegations made against the candidate? If so what were these allegations, how were they investigated and what was the outcome of the investigation.

Thank you for completing this reference. Please note that your comments may be discussed with the candidate.

I have completed this reference accurately to the best of my knowledge.

Signed _____

Print name _____

Company _____

Position within Company _____