



Cekal

REFERENCE REQUEST

Re: name surname,

Date:

All information provided by you will be held in confidence, subject to the Data Protection Act 1998.

1. How long have you known the applicant?

2. In what capacity have you known the applicant?

Personal

Professional

3. Please give your opinion of the applicant's character, with particular regard to:

Acceptable / Unacceptable
Unacceptable

Acceptable /

Personal Appearance

Capability

Temperament

Judgement

Initiative

Trustworthiness

Honesty/Integrity

*If completing a Professional Reference please answer all of the following questions.
If completing a Personal Reference please go to Question 8 and 9.*

4. Please give your opinions of the applicants:

Acceptable / Unacceptable

Acceptable / Unacceptable

Inter-staff Relationships

Motivation

Work Attitude

Leadership skills
(If applicable)

Ability to work as part of a team

5. Please give your opinion of the applicant with particular regard to:

Acceptable / Unacceptable

Professional Competence

Relationships with Clients and Relatives

Relationships with other professionals and managers

Reliability

Timekeeping

Health Record (Please state number of days sick in the last 12 month period)

Absenteeism (If applicable please state number of days in last 12 month period)

6. Has there been any instance of disciplinary action taken against this person in the last 12 months?

Yes No

If yes please give brief details below

.....
...

7. If a suitable vacancy arose would you re-employ this person.

Yes No

If not please state
why.....

8. Please use the space below for any general remarks you wish to make and if possible give an indication of the applicant's particular strengths and suitability for the role applied for.

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Please note that any negative answers may not automatically exclude the person from employment

9. In view of the possible vulnerable nature of the customers of the service this sort of work is excluded from the operation of the Rehabilitation of Offenders Act 1974, which means you may mention any convictions of the applicant of which you are aware:

.....
.....

To be completed by referee

Name: Job Title / Relationship to applicant:.....

Company:.....Phone no:

Signature:Date:

Thank you for taking the time to provide this information