



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

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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:

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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