

Reference Request					
Reference Type: Employment	Professional Character		Personal Character		
Applicant Name:					
Position applied for:					
Start date:		Leave date:			
Reason for leaving:					
Did the applicant have any live disciplinary sanctions on file at the time of leaving?			Yes	No	
If yes, please comment, if possible, on the nature of these warnings:			Yes		
Is the applicant suitable to work with children?			Yes	No	
Is the applicant suitable to work with vulnerable adults?			Yes	No	
Would you re-employ the applicant?			Yes	No	
Please add any further comments you feel may be appropriate:					
What is your assessment of the following elements in relation to the applicant?					
	Excellent	Good	Fair	Poor	Comment
Quality of work					
Ability to manage stress					
Dedication to the job					
Ability to take responsibility					
Communication					
Working relationships					
Time-keeping and attendance					
Honesty and trustworthiness					
Reliability in carrying out duties					

Print Name :

Position:

Date :

Signature : _

Company Name and stamp _