

## Reference Request

Applicant Name	
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The above named (the applicant) has applied for the post of ..... We would be grateful if you could answer the following questions as fully as possible:

Position Held by Applicant					
Dates Employed	From:		To:		
What is the applicant's current salary, grade and hourly rate of pay?	salary	per annum			
	grade				
	hourly rate of pay				
What were/are the applicant's main duties and responsibilities?					
<i>For teaching posts only.</i> What is your assessment of the applicant's knowledge of the subject area and their ability to develop a range of techniques and rapport with students?					
What is your assessment of the following in relation to the applicant?					
	Excellent	Good	Satisfactory	Poor	Not Applicable
Ability to manage workload					
Ability to meet deadlines					
Timekeeping					
Commitment					
Initiative					
Communication					
Flexibility / Responsiveness					
Customer Service					
Team Working					
Supervisory / Managerial Skills					

This post may involve regular, unsupervised access to young people and/or vulnerable adults. Do you know of any reason why the candidate should not be employed to work with young people and/or vulnerable adults?

NO

Sickness absence record during the last 2 years	Days	0	Occurrences
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Has the applicant been subject to a disciplinary investigation or disciplinary warnings during their last 12 months' of employment?

If Yes, please provide further details:

Was the applicant subject to a compromise agreement when they left the organisation?

Would you re-employ the applicant?

In what capacity do/did you know the applicant?

How long have you known the applicant?

Signature	Date
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Name (please print)

Organisation Name

Thank you for responding to this reference request.

Please return to Human Resources by emailing [Michelle.bugg@poultec.co.uk](mailto:Michelle.bugg@poultec.co.uk)  
*Office Use Only*

Date Received
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Reference Checked by	Date
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