REFERENCE TEMPLATE

application@oliverecruit.co.uk

REFERENCE REQUEST

The named candidate has given permission to contact you to provide information related to their current and / or previous employment. I would be grateful if you could consider the attached Job Description for this role and provide your thoughts on their suitability for this post by completing this Reference Request.

Any information that you provide will be treated in the strictest confidence, in line with the General Data Protection Regulations.

Name of Referee:
Telephone number:
Email address:
Company Name:
In which capacity do you know the candidate?
How long have you known the candidate?

Assign X to the candidate's performance	Excellent	Good	Avarage	Unable to comment
Dignity and respect				
Compassion, empathy, ability to empower others				
Motivation, commitment, and attitude to work				
Learning and development interest				
Team working ability				
Lone working. Ability to work on own initiative				
Understanding and compliance with quality and safety				

Please answer the following questions with a **yes** or a **no.**

	Yes	No
Did you find the applicant honest and trustworthy?		
Did you find the candidate to be reliable in carrying out their duties?		
Was the candidate's attendance / time keeping acceptable?		
Do you think the candidate is a suitable person to undertake this post?		

Please provide any additional comments here:

Date:

Signature:

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