

**STANDARD REFERENCE REQUEST FORM: EMPLOYEES  
STRICTLY CONFIDENTIAL**

Candidate's name:	Job applied for:
Name of referee: (please print)	Contact phone number:

Do you currently employ the candidate?	Yes/No
Give dates of employment with you: From:	To:
Give brief details of current duties and responsibilities in the organisation:	
Total salary received £	
In what capacity are you giving this reference? (i.e. manager, friend, college tutor etc)	
How long have you known the candidate?	

**Please comment on your opinion of the candidate in the following areas:**

Suitability for the job applied for:
--------------------------------------

Your overall impression of the candidate's work:
--

His/her ability to form and maintain effective working relationships at all levels:
---

Has the candidate ever been subject to disciplinary action? If yes, please give details:
--

Have you ever had any reason to doubt the candidate's honesty or integrity?

Would you re-employ this candidate? If no, please give details:

Give details of the number of days and the number of occasions of sickness absence taken in the last 2 years:

Any other comments you may wish to make which are pertinent to the application:

**Information given is treated in confidence.  
Please continue your answers on a separate page if necessary.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Company stamp: