

Reference reply form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | | | | | |  |
|  | Name of candidate: | | |  | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  | Post applied for: | | |  | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  | Dates of employment: | | | | From: | **/ /** | | | | To: | **/ /** | | |  |
|  |  | | | | | | | | | | | | |  |
|  | Reason for leaving: | | |  | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  | Your relationship to the candidate: | | | | | |  | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  | How long have you known the candidate / has the candidate worked for you? | | | | | | | | | | |  | |  |
|  |  | | | | | | | | | | | | |  |
|  | What is the candidate’s current job? | | | | | | |  | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  | What is their current salary/ salary on leaving? | | | | | | | |  | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  | Please comment on the candidate’s ability to do the job for which they have applied, using the job description provided to help you, including their ability to mix with people and work within a team: | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | |  |  |
|  | How has the candidate met the requirements of the person specification in their current role? | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | |  |  |
|  | Are you satisfied that the candidate is suitable to undertake the job for which they have applied? | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | |
|  | | Please comment on the candidate’s performance history and conduct with you, including their reliability and punctuality. If there have been any performance management or capability issues then please provide details of those, any action taken to rectify those issues, and the outcome of any such action plan. | | | | | | | | | | | |  |
|  | |  |  | | | | | | | | | |  |  |
|  | |  | | | | | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | |  | |
|  | Has the candidate been the subject of any disciplinary procedures in which the disciplinary sanctions are still current, or are they currently subject to an ongoing disciplinary procedure? | | | | | | |  | |
|  |  |  | | | | |  | |  |
|  | Is there any further information you would like to add regarding the suitability of the candidate for this post? | | | | | | |  | |
|  |  |  | | | | |  | |  |
|  |  | | | | | | |  | |
|  |  | | | | | | |  | |
|  |  | | | | | | |  | |
|  |  | | | | | | |  | |
|  |  | | | | | | |  | |
|  | Thank you for your co-operation. Please provide your details below and return this by email to the recruiting manager, from whom you received the reference request. | | | | | | |  | |
|  | Name of referee: | |  | | Job title: |  | |  | |
|  |  | | | | | | |  | |
|  | Signature: | |  | | Date: | **/ /** | |  | |
|  |  | | | | | | |  | |
|  | Organisation (if you are completing a hard copy, please use your organisation’s stamp or please attach a headed compliment slip) | | |  | | | |  | |
|  |  | | | | | | |  | |