

**Date:**

**Position Applied for:**

Dear

has applied for the above post. Your name has been given as a referee, we would be most grateful if you could complete the questionnaire attached and return it to us in the pre-paid envelope provided as soon as possible.

This reference is requested on a need to know basis in order to comply with the regulations set out in the Health and Social Care Act 2008. Under this Act, we are a regulated activity, so the trustworthiness and honesty of our staff are paramount in the safeguarding of our service users. Please bear this in mind when completing the reference.

This reference is sought under the terms of the Data Protection Act 2018, and will not be divulged or shared with any other party including the applicant unless your permission is expressly given.

Thank you in anticipation

Care 24/7 Healthcare Limited

## CONFIDENTIAL

Applicants name in full:

Position applied for:

In what capacity do you know the above named?

How long have you/did you know the applicant?

If employed, please give month and year.

Position held

Reason for leaving

Were they or have they ever been the subject of any disciplinary procedures? If yes please detail

Have there been any conduct issues which have required attention. If yes please detail.

Would you re-employ the above named?

Number of days absent in the last 2 years?

Certificated

Non-Certificated

	Excellent	Good	Adequate	Poor
Punctuality				
Honesty/Integrity				
Sobriety/ Conduct				
Work Performance				
Communication Skills				
Team Working				
Caring Nature				
Reliability				

Note: In order to protect the public you are free to divulge any information you may have regarding any criminal convictions. This is provided for by virtue of the 1975 Exceptions Order section 4 (II) of The Rehabilitation of Offenders Act 1974. Please detail any such information on a separate sheet.

Please add any relevant information relevant to the post.

**Completed by**

**Signature**

**Job title**

**Date**