

Verbal Reference Notes

CONFIDENTIAL

Applicants name in full:

Position applied for:

Referees name

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

Notes

Taken By.....Date