

Job Applicant Reference Report

A: APPLICANT DETAILS

Name of Applicant : _____

Job Position Applied For: _____

The above named person has applied for the position shown within our Organisation. Enclosed is a copy of the relevant Job Description and Employee Specification, and using these documents as a basis we would be most grateful if you would complete this Reference Report and return it to us in the stamped addressed envelope provided. All information supplied by you will be treated in the strictest confidence and will only be used in the applicant selection process to enable us to fill this Job Position. Please ensure that the completed Reference Report reaches us by _____ (date).

Thank you for your time and consideration in this matter.

B: REFERENCE REPORT

1	How long have you known the applicant, and in what capacity?
2	<p>APPLICANT'S SERVICE WITH YOU:</p> <p>2.1 Job Positions held: <input type="text"/></p> <p>2.2 Salary: <input type="text"/></p> <p>2.3 Period of Service; from: _____ to: _____</p> <p>2.4 Does the applicant have any disciplinary warnings on file, and if so please provide brief details: <input type="text"/></p> <p>2.5 Reason for applicant leaving your employment (if applicable): <input type="text"/></p> <p>2.6 WOULD YOU RE-EMPLOY THE APPLICANT? <input type="text"/></p>
3	<p>ATTENDANCE / ABSENCE / SICKNESS / TIME-KEEPING:</p> <p>3.1 How would you rate the applicant's performance in respect of absence and time-keeping? <input type="text"/></p> <p>3.2 Please give details of sick leave taken in the last 12 months: <input type="text"/></p>

4	What do you feel are the applicant's key strengths and aptitudes?
5	What do you feel are the applicant's main weaknesses?
6	<p>Please comment on the applicant's qualities in respect of the following:</p> <p>6.1 Honesty, trustworthiness and professional integrity:</p> <div data-bbox="183 618 1489 712" style="border: 1px solid black; height: 42px; margin-bottom: 5px;"></div> <p>6.2 Professional approach to his / her work:</p> <div data-bbox="183 757 1489 851" style="border: 1px solid black; height: 42px; margin-bottom: 5px;"></div> <p>6.3 Performance as part of a team:</p> <div data-bbox="183 891 1489 985" style="border: 1px solid black; height: 42px; margin-bottom: 5px;"></div> <p>6.4 Ability to work on his / her own and assume responsibility:</p> <div data-bbox="183 1025 1489 1120" style="border: 1px solid black; height: 42px; margin-bottom: 5px;"></div> <p>6.5 Compassion and attitude to service users:</p> <div data-bbox="183 1160 1489 1254" style="border: 1px solid black; height: 42px;"></div>
7	Please give your opinions on the applicant's overall suitability for the post, based upon the details provided in the Job Description and Employee Specification:
8	Please provide any other information which you feel may be useful:

C: YOUR DETAILS

Signature: _____ Name: _____

Position: _____ Date: _____