

Candidate: \_\_\_\_\_ CV Ref: \_\_\_\_\_

**Details of Referee**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to candidate: \_\_\_\_\_

Dates of Employment: Start: \_\_\_\_\_ End: \_\_\_\_\_ Permanent / Contract

Job role: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Management duties: \_\_\_\_\_

\_\_\_\_\_

Strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Weaknesses: \_\_\_\_\_

\_\_\_\_\_

How were his/her results compared to others? \_\_\_\_\_

\_\_\_\_\_

Why did he/she leave your company? \_\_\_\_\_

\_\_\_\_\_

Would you re-employ him/her if you had an opening? Yes / No If no, why not?

\_\_\_\_\_

The candidate is being considered for the following position (describe)

\_\_\_\_\_

In your opinion is he/she qualified to do the job?

\_\_\_\_\_

How do you rate the applicant on the following? (Please paste ✓ or tick)	Excellent	Good	Fair	Poor
Ability & Performance				
Conduct				
Initiative				
Timekeeping & Attendance				
Character & Honesty				
Team Player				
Documentation				
Organisational Skills				
Skills Transfer				
Attention to Detail				
Work Rate				

Is there any other information a prospective employer should know?

\_\_\_\_\_

\_\_\_\_\_

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