

Reference request for .....

	<b>Your records show:</b>			
<b>Title of Job</b>				
<b>Dates of employment</b>				
<b>Reason for leaving</b>				
<b>Salary on leaving employment</b>				
<b>Other benefits received e.g bonus</b>				
<b>Main duties in role</b>				
<b>What was your assessment of:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>Quality of work</b>				
<b>Quantity of work</b>				
<b>Application to job</b>				
<b>Achievement of objectives/targets</b>				
<b>Honesty</b>				
<b>Sobriety</b>				
<b>Relationship with others</b>				
<b>Team working</b>				
<b>Attendance</b>				
<b>Punctuality</b>				
<b>Work without supervision</b>				

Would you re-employ this person? YES / NO

If No, please indicate why:.....

Total number of sickness days in last 12 months N/A.

Do you give your consent to share this information with the applicant? YES / NO

Please continue overleaf if you have any other comments to make.

Signature: .....Position: ..... Date: .....