

# REFERENCE REQUEST

## REFEREE

Name of referee:

Company Name:

## AUTHORISATION TO RELEASE INFORMATION

The named candidate has given permission to Primary Carers 24/7 in order to contact you to provide information related to their current and / or previous employment and educational background.

CANDIDATE NAME :

POSITION HELD:

FROM MM/YY:

TO MM/YY:

Summary of duties / Responsibilities:

Reason for leaving:

Would you re-employ? YES

NO

If NO please give details:

Are you aware of any safeguarding issues with this applicant? YES

NO

(Assign an X)

Has the applicant been subject of disciplinary action? YES

NO

(Assign an X)

Are there any outstanding disciplinary issues? YES

NO

(Assign an X)

## EMPLOYMENT INFORMATION

*Please assign X to the applicants performance*

	Excellent	Very Good	Average	Satisfactory	Poor
Attendance & Reliability:					
Honesty & Integrity:					
Quality of work / Job performance:					
Attitude to management:					
Relationship with colleagues:					
Flexibility & Keen to work					
Timekeeping/ Punctuality					
Ability to work independently					
Follows instructions:					
Critical thinking skills:					
Attention to detail					
General conduct & Attitude					
Communication skills					
Accuracy of work					

Referee Signature \_\_\_\_\_

Date \_\_\_\_\_

Individuals have a right under the Data Protection Act 1998 to see copies of references received about them. Therefore we cannot guarantee the complete confidentiality of any reference received. Primary Carers 24/7 Limited may also show a copy of this reference to client companies.