Reference Request Form

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| How do you know the applicant? |
| If the applicant has been employed or supervised by you, please include the company name and relevant job titles: |
| Please state clearly your designation in relation to the applicant: |
| How long have you known the applicant? |
| What was the reason for the applicant leaving your Company? |
| Would you re-employ the applicant in the future?  |
| With regards to the applicant’s sickness record whilst in your employment within the last year, how many occasions of absence has there been?  |
| (Please tick as appropriate) | Good | VeryGood | Excellent | Comments |
| Ability to carry out duties |  |  |  |  |
| Attitude to patients/customers |  |  |  |  |
| Attitude to senior staff |  |  |  |  |
| Attitude to fellow staff |  |  |  |  |
| Reliability/flexibility |  |  |  |  |
| Honesty |  |  |  |  |
| Appearance |  |  |  |  |
| Confidence |  |  |  |  |
| Communication Skills |  |  |  |  |