**Template: Employment Reference Form**

**Employment Reference Form**

Reference Request for [**Insert Applicant Name]**

Post applied for **[Insert Job Role Title here**]

I would be grateful if you could answer the following questions with regards

the person named above.

|  |  |
| --- | --- |
| Relationship to the person named above? |  |
| Dates employed with your company |  |
| Post held |  |
| Overview of duties/responsibilities |  |
| Would you re-employ? |  |

Please tick the box that accurately applies to the applicant for each statement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Unsatisfactory |
| Time keeping |  |  |  |  |
| Quality of work |  |  |  |  |
| General conduct |  |  |  |  |
| Relationships with colleagues |  |  |  |  |
| Relationships with customers |  |  |  |  |

|  |
| --- |
| Please provide any other information you feel is relevant. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration:**  I confirm that the information provided is accurate and consent to being contacted should further clarity on this reference be required. | | | |
| Name |  | Designation/  Job Title |  |
| Signature |  | Company |  |
| Contact Tel No. |  | Date |  |
| Email Address |  | | |

Thank you for completing this reference, please return this to:

**[Insert details of person to receive reference]**

**[Insert address and/or email address to be returned to]**