APPENDIX 2N – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for individual applicant in areas highlighted in grey.)*

**REFERENCE CHECK FORM**

**Reference for**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of candidate)*

**Position applied for**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referee details:**

**Name**

**Organisation**

**Position**

**Date**

**Confirm dates of employment from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes/No**

**Confirm previous salary (if known)**

**Were attendance and time-keeping satisfactory? \_\_\_\_\_\_\_\_\_\_\_\_**

**If “no”, please specify whether the problem was with attendance or with timekeeping or with both**

**If “no”, why where you not satisfied and what was the extent of the problem?**

**Did you establish the cause of the problem? Give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Did you try to help the employee to improve and what was the outcome? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What was the reason for leaving? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please comment on the applicant’s suitability/ability to meet the following criteria:**

|  |  |
| --- | --- |
| **Criteria (from person spec)** | **Referee Comments** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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