**Private and Confidential**

Referee’s Name

Company Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode [Insert Date]

**Reference Request**

I/We request the following information regarding a potential employee and previous employee of [insert company name]. [Insert applicant’s name ] has applied for the position of [Insert role title]. I can confirm that [Insert applicant’s name] has given signed consent to contact you to provide a reference.

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Position held in your company** |  |
| **Start date** |  |
| **Leave date** |  |
| **Reason for leaving** |  |
| **No of days absence in last 12 months** |  |
| **Occasions of lateness in the last 12 months** |  |
| **Performance rating** |  |
| **Any disciplinary warnings - formal or informal** |  |
| **In your view would the employee be suitable for the above role?** |  |
| **Your name** |  |
| **Your position**  |  |
| **Your contact details** |  |

**The above information will be held in the strictest confidence.**

Please return this form by email or by post to:

|  |  |
| --- | --- |
| Name | Insert your name |
| Email | Insert your email address |
| Location | Insert your location *(if more than one company option)* |
| Phone  | Insert your contact number |