**REFERENCE CHECK FORM**

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| --- |
|  |
| This template can be used/adapted as a standard form to obtain a reference from a previous employer. |
|  |
| Candidate's name |       |  |
|  |
| Position applied for |       |  |
|  |
| Previous employer |       |  |
|  |
| Referee contacted |       |  |
|  |
| Telephone number |       |  |
|  |
| Date |       |  |
| Information will be treated confidentially. |
| 1. [Enter name] has applied for the position of [Enter job title].

Permission has been granted to contact you to verify information that has been given to us. |
| 1. Can you confirm dates of employment
 |
|  from |       | to |       | ? | Yes [ ]  No [ ]  |  |
| 1. What was the job and what were the duties?
 |
|  |       |  |
|  |
| 1. Can you confirm the person's earnings of (where applicable)
 | £      | ? | Yes [ ]  No [ ]  |  |
|  |
| 1. Was there overtime/shift allowance/commission or any other additional payment?
 | Yes [ ]  No [ ]  |  |
|  |
|  If yes, give details |       |  |
| 1. What were the employee's outstanding good points?
 |
|  |       |  |
| 1. What were the employee's outstanding weak points?
 |
|  |       |  |
|  |
| 1. Were attendance and timekeeping satisfactory?
 | Yes [ ]  No [ ]  |  |
|  |
|  If no, give details |       |  |
| 1. What was the reason for leaving?
 |
|  |       |  |
|  |
| 1. Would you re‑employ this person?
 | Yes [ ]  No [ ]  |  |
|  |
|  If not, why not? |       |  |
|  |
| Thank you for answering our questions. We appreciate your co-operation. |
| Signed |  | (interviewer) |
|  |
| Decision to employ | Yes [ ]  No [ ]  |  |
|  |