**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 | | |  |
|  | | | | | | | | | | | | | |