Employment dates

\_\_\_/\_\_\_\_ - \_\_\_/\_\_\_\_

(Confirm dates with referee)

**CANDIDATE REFERENCE CHECK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant:** |  | Position Held: |  |
| **Referee’s Name**: |  | Position Held: |  |
| Company Name: |  | | |
| Duties undertaken by  applicant: |  | | |
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|  | | |
| Competent in the role? | | | |
| How did he / she interact with clients / guests? | | | |
| How would you describe his / her Relationship with Management and Colleagues? | | | |
| How would you describe his / her General Attitude towards work? | | | |
| Can you describe some of his / her Positive Qualities? | | | |
| Is there anything that you are aware of that would affect the applicant’s ability to perform the duties for the position they have applied for? | | | |
| Is there anything that I should be aware of when placing him / her in a position? | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **1-excellent** | **2-good** | **3-satisfactory** | **4-unsatisfactory** |
| Punctuality |  |  |  |  |
| Flexibility |  |  |  |  |
| Initiative |  |  |  |  |
| Presentation – Oral |  |  |  |  |
| Presentation – General |  |  |  |  |
| Attendance |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Would you re-employ? |  | |
| Reason: |  | |
| Further Notes: | | |
| Completed By: | | Date: |