

**SAMPLE REFERENCE CHECK FORM**  
**STRICTLY CONFIDENTIAL**

Mr/Ms \_\_\_\_\_ is being considered for the post of ..... with .....  
and has submitted your name as a referee. In the circumstances I would ask you to  
confirm the following :

What was her/his position with your organisation? : \_\_\_\_\_

What dates was s/he employed? \_\_\_\_\_

What was her/his attendance pattern like? \_\_\_\_\_

Who did s/he report to? \_\_\_\_\_

What were the nature of her/his duties? \_\_\_\_\_

Did s/he have any staff reporting to her/him? \_\_\_\_\_

How would you rate her/his working relationship  
with the following?

1.Her/his staff (if applicable) \_\_\_\_\_

2.Her/his colleagues \_\_\_\_\_

3.Her/his supervisor \_\_\_\_\_

How would you rate her/his performance &  
achievements: \_\_\_\_\_

What was her/his salary? \_\_\_\_\_

Reason for leaving (if applicable): \_\_\_\_\_

**Would you re-employ her/him ?** \_\_\_\_\_

Any obvious strengths and/or weaknesses  
\_\_\_\_\_  
\_\_\_\_\_

Is there any other information of relevance you feel we ought to be aware of:  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

If you wish to provide additional information, in the form of a covering letter, please do so. Sample Childcare Ltd. undertakes to use its best endeavors to hold confidential any information provided by you to Sample Childcare Ltd. subject to our obligations under the law including the Freedom of Information Act, 1997 and 2004. **Sample Childcare Ltd. will consult with you about the release of any information provided by you before making a decision on any Freedom of Information request.**

This is a sample document. No party should take any action based upon the contents of this material without consulting the relevant legislation and, where appropriate, seeking professional advice or assistance.