

4. Personal Reference Request Letter and Form

Name

Title

Private & Confidential

Name

Address

Date

Note: This letter should be accompanied by a reference permission slip or job application form giving permission for referees to be approached. If you require assistance with this please contact Cornhill HR via Voscur. [Delete this after reading]

Dear **Sir/Madam**

Name has been offered the position of **XX** with our **Organisation, Organisation Name**, and I understand that **she/he** has previously worked for you. I would therefore be grateful if you would complete and return the questionnaire attached.

Name has given their permission for us to approach you, and I attach a copy of their signed permission slip.

When you have completed the reference please print it on your organisation letterhead or ensure that it includes an organisation stamp or compliment slip. Please then fax your reply to me on **number** or email a scanned copy to me at **email address**, and then follow with the original copy in the post.

I appreciate your time and assistance in this matter and can assure you that any information that you provide will be held in the strictest confidence.

Yours sincerely

Name

Title

Reference for **Name** (National Insurance number – **XXXXXXXXXX**)

Please confirm the exact dates that Name was employed by your Organisation.	From: __ / __ / __ To: __ / __ / __				
What was his/her reason for leaving?					
Please confirm the position he/she held at the date of leaving.					
Please confirm the number of days' absence thorough sickness during the last twelve months of his/her employment with you.					
What is your opinion as to his/her ability to carry out the job for which you employed him/her ?					
How would you rate Name in the following areas, using the rating scale below, with 1 = poor and 5 = excellent?					
Honesty and integrity	1	2	3	4	5
Reliability	1	2	3	4	5
Please add any additional comments regarding his/her character and overall level of performance?					
Was he/she was the subject of any un-expired disciplinary action? <i>If yes please provide details.</i>					
Would you re-employ him/her ? <i>If no please provide details.</i>					

Reference for **Name** (National Insurance number – **XXXXXXXXXX**) continued
I declare that the information supplied above be complete and accurate:

Name:

Job Title:

Signature:

Date:

Organisation Stamp: