

## REFERENCE

### Confidential Employee Record

Name of job applicant: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Please answer each of the questions below:

1. Responsible yes/no
2. Reliable yes/no
3. Honest yes/no
4. Of stable temperament yes/no
5. Kind/caring yes/no
6. Fit for the job yes/no

7. How would you rate the applicant for:

Timekeeping \_\_\_\_\_ Attendance \_\_\_\_\_

Standard of work \_\_\_\_\_ Willingness to work overtime \_\_\_\_\_

Sickness \_\_\_\_\_ Dress and appearance \_\_\_\_\_

Initiative \_\_\_\_\_ Flexibility in approach to duties \_\_\_\_\_

Relation with work colleagues \_\_\_\_\_

Cooperation with management \_\_\_\_\_

8. How long have you known the applicant? \_\_\_\_\_

9. In what capacity? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

10. Are you aware of any criminal conviction? \_\_\_\_\_

11. Are you aware of any disciplinary proceedings? \_\_\_\_\_

12. Would you re-employ the applicant? \_\_\_\_\_

13. If "no", why not? \_\_\_\_\_

14. Are there any other relevant comments? \_\_\_\_\_

\_\_\_\_\_

**Name, address etc of referee:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_