Dear

|  |  |  |
| --- | --- | --- |
| Referees name |  | Harlow CouncilCivic CentreThe Water GardensHarlowEssex CM20 1WGwww.harlow.gov.uk |
| Address Line 1 |
| Address Line 2 |  |
| Address Line 3 |  |
| Address Line 4 |  |
| Address Line 5 |  |
|  |  |
|  |  |
|  |  |  |
|  | Our Ref: |  |
|  | Date: |  |

**{Name of employee}** person has given your name as a referee in relation to **{his/her}** application for **{job title}.**

We are seeking a reference in respect of the applicant, who has given **{his/her}** consent for us to approach you for this purpose.

We would be grateful if you could answer the following questions as fully as possible:

|  |  |
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| **Name of employee:** |  |
| **Start date:** |  |
| **Leaving date:** |  |
| **What was the applicant's job title with your organisation?** |
|   |
| **What were the applicant's main job duties?** |
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| **What is your assessment of the following elements in relation to the applicant?** |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| **Dedication to the job** |  |  |  |   |
| **Quality of work** |  |  |  |   |
| **Ability to work without supervision** |  |  |  |   |
| **Working relationships** |  |  |  |   |
| **Did you find the applicant to be honest and trustworthy?** | Yes | No |
| **Was the applicant’s time-keeping satisfactory?** | Yes | No |
| **Did you find the applicant to be reliable in carrying out his/her duties?** | Yes | No |
| **Did the applicant have any disciplinary warnings during his/her last 12 months' employment with your organisation? If so, please comment, if possible on the nature of these warnings:** | Yes | No |
| **What was the reason for the applicant leaving your organisation?** |
|   |
| **Would you re-employ the applicant?** | Yes | No |

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| **Any information that you choose to give us will be treated in the strictest confidence. Thank you very much for your assistance.** |
| **Signed:** |  |
| **Name and Job Title:** |  |
| **Date:** |  |
| **Company stamp:** |  |