Dear

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referees name |  | Harlow Council  Civic Centre  The Water Gardens  Harlow  Essex CM20 1WG  www.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:

|  |  |
| --- | --- |
| **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:** |  |