***Reference Letter and Form***

#### CONFIDENTIAL

**[Insert referee’s name]**

**[Insert referee’s Company name]**

**[Insert referee’s address]**

**[Insert referee’s address]**

**[Insert referee’s address]**

**[Date]**

Dear **[Insert Referee’s Name]**

**Re: [Applicant’s Name]**

**[Applicant’s Name]** has applied for the position of **[Insert Position]** with **[Insert Company Name]** and has given us your name as a referee.

We understand that **[Insert Applicant’s Name]** was employed by **[Insert Referee’s Company Name]** as a **[Insert Position]** from **[Insert Start Date]** to **[Insert End Date]. [Insert other information provided by Applicant].**

I would now like to ask you to complete the enclosed questionnaire to confirm this and provide further information about **[Insert Applicant’s Name]** and **[his/her]** employment with you. I have enclosed a self-addressed envelope for your response.

Thank you for your assistance in this matter. We look forward to hearing from you in the very near future.

Yours sincerely

**[Insert Name]**

**[Insert Position]**

Encs Reference Form

 Self-Addressed Envelope

|  |
| --- |
| **REFERENCE REQUEST FORM** |
| **Please complete the following reference request as fully as possible.** |
|  |
| **This reference is being requested for (Applicant’s Name):** | (Applicant’s Name) |
|  |  |
| **Who has applied for the position of:**  | (Positions Applied For) |
|  |
| **Details of Employment with Your Company:** |
|  |
| **1.** | **Company name** |  |  |
|  |
| **2.** | **Dates of employment:** | **From:** |  | **To:** |  |
|  |  |  |  |  |  |
| **3.** | **Position held:** |  |  |
|  |  |  |  |
| **4.** | **Main duties:** |  |  |
|  |  |  |  |
| **5.** | **Reason for leaving:** |  |  |
|  |  |  |  |
| **6.** | **How would you describe the applicant’s relationship with: (please tick)** |
|  |  |
|  |  |  | **Excellent** | **Good** | **Satisfactory** | **Poor** |
|  | **Customers:** |  |  |  |  |  |
|  | **Colleagues:** |  |  |  |  |  |
|  | **Management:** |  |  |  |  |  |
|  | **Other (specify):** |  |  |  |  |  |
|  |
| **7.** | **How would you describe the applicant’s standard of work and performance: (please tick)** |
|  |
|  |  |  | **Excellent** | **Good** | **Satisfactory** | **Poor** |
|  | **Overall Performance:** |  |  |  |  |  |
|  | **Overall Conduct:** |  |  |  |  |  |
|  | **Other (specify):** |  |  |  |  |  |
|  |
|  | **Comments:** |  |  |
|  |
| **8.** | Did the applicant have any disciplinary warnings on file? | **Yes** |  | **No** |  |
|  |  |  |
| **8a.** | **If yes, please give details:** |  |
|  |  |  |  |

|  |
| --- |
| **REFERENCE REQUEST FORM (Continued)** |
|  |  |  |  |
| **9.** | **To the best of your knowledge, was the applicant honest?**  | **Yes** |  | **No** |  |
| **9a.** | **Was the applicant trustworthy?**  | **Yes** |  | **No** |  |
| **9b** | **Was the applicant reliable?** | **Yes** |  | **No** |  |
|  |
| **10.** | **Would you recommend them for the above position?** | **Yes** |  | **No** |  |
|  |
| **11.** | **Do you have any comments regarding the applicant’s suitability for the above position or any general comments you would like to make?** |
|  |  |
|  |  |
|  |  |
|  |
|  |  |  |  |  |
| **12.** | **Remuneration on leaving:** | **Basic Salary or Wage** | **£** |  |
|  |  |  |  |  |
|  |  | **Bonus** | **£** |  |
|  |  |  |  |  |
|  |  | **Overtime** | **£** |  |
|  |  |  |  |  |
|  |  | **Other (specify)** | **£** |  |
|  |  |  |  |  |
|  |
| **13.** | **How many days’ absence did the applicant have in the last 12 months?** |  |
|  | **Comments** |  |
|  |  |  |
|  |  |  |
|  |
| **14.** | **Would you be prepared to discuss this reference over the telephone should we have any further questions?** | **Yes** |  | **No** |  |
|  |  |  |
|  |  |  |  |
|  | **Signed** |  | **Name** |  |
|  |  |  |  |  |
|  | **Position** |  | **Date** |  |
|  |  |  |  |
| **Thank you for completing this reference.****Please return it in the enclosed envelope.** |