***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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | |  | | | | | | | | | | **Excellent** | | | | | **Good** | | | | | | **Satisfactory** | | | | | **Poor** | |
|  | **Customers:** | |  | | | | | | | | | |  | | | | |  | | | | | |  | | | | |  | |
|  | **Colleagues:** | |  | | | | | | | | | |  | | | | |  | | | | | |  | | | | |  | |
|  | **Management:** | |  | | | | | | | | | |  | | | | |  | | | | | |  | | | | |  | |
|  | **Other (specify):** | |  | | | | | | | | | |  | | | | |  | | | | | |  | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **7.** | **How would you describe the applicant’s standard of work and performance: (please tick)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | |  | | | |  | | | | | | | | **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:** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| **REFERENCE REQUEST FORM (Continued)** | | | | | | | | | | | | | | |
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| **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?** | | | | | | | | | | | | | |
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| **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** | | | | |  | | | | | | | | |
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| **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.** | | | | | | | | | | | | | | |