

Reference	NDST POL 15
Version	1.0
Issue Date	24/01/2020
Approved	MD

Dear Mr/Mrs/Miss (*name*)/Sir/Madam,

Applicant: (*name of prospective employee*)

The above has applied for employment with our company as a (*job title*) and has given your name as a referee. If the applicant was previously or is currently employed by you, we would be grateful if you could complete the attached confidential reference sheet. If the applicant is personally known to you but has not been employed by you, we would appreciate your opinion as to their personality, character and suitability for the post, including in particular their honesty, integrity and reliability.

The applicant has agreed to us contacting you for the reference.

Please note that any information provided by you will be held in strict confidence, subject to the provisions of the Data Protection Act 1998. A pre-paid envelope is enclosed for your convenience.

I look forward to hearing from you as soon as possible.

Yours sincerely,

.....

For and on behalf of NDST LTD



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CONFIDENTIAL EMPLOYMENT REFERENCE

Applicant's name:

Job title when employed by you:

Dates of employment with you:

Reason for leaving:

Final salary:

Summary of job duties whilst employed by you:

Please also give your assessment as to the following:

Competence in the job (quality and quantity of work produced):

- Exceptional
- Very good
- Good
- Above average
- Satisfactory
- Below average

Application and attitude to the job and to NDST LTD:

- Exceptional
- Very good
- Good
- Above average
- Satisfactory
- Below average

Ability to work without supervision:

- Exceptional
- Very good
- Good
- Above average
- Satisfactory
- Below average

Management of workload and ability to work under pressure:

- Exceptional
- Very good
- Good
- Above average
- Satisfactory
- Below average



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REFERENCE REQUEST

Honesty and trustworthiness:

- Exceptional
- Very good
- Good
- Above average
- Satisfactory
- Below average

Attendance/sickness absence record:

- Exceptional
- Very good
- Good
- Above average
- Satisfactory
- Below average

How many days and instances of sickness absence has the applicant taken in the previous two years of his/her employment with you?

Timekeeping:

- Exceptional
- Very good
- Good
- Above average
- Satisfactory
- Below average

Relations with other work colleagues :

1. Exceptional
2. Very good
3. Good
4. Above average
5. Satisfactory
6. Below average

Relations with clients, customers and suppliers:

1. Exceptional
2. Very good
3. Good
4. Above average
5. Satisfactory
6. Below average

Does the applicant have a current disciplinary or performance review record? YES / NO

If yes, please specify the level of warning given, relevant date and a summary of the offence committed/performance issues:

Any other comments :

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Would you re-employ this person?

YES / NO

If no, why not?

Signed:

Name:

Position:

Date:

