



Putting People First in Everything we Do

CONFIDENTIAL - REFERENCE REQUEST

The person detailed below has applied for employment with South Norfolk Council and has supplied your name as a referee in support of their application.

Important: No applicant can be offered a position with us until we have received 2 independent references, one of which has been requested from you.

Name of Applicant _____

Job Title: _____

This form can also be downloaded from www.south-norfolk.gov.uk

Please fill in the appropriate section depending on your capacity as a referee:

- Current or former employer or manager (please complete Section A & D)
- Current or former school teacher or tutor (please complete Section B & D)
- Personal friend or acquaintance (please complete Section C & D)
- I do not wish to provide a reference for the following reason:

Section A *(to be completed by current or previous employer)*

The Employee and your Organisation

In what capacity did you employ the individual?

Job title (s)	from	to

What was the leaving/current salary of the employee? _____

If employed in a Public Authority what was their start date for continuous service? _____

Why did/does the employee leave/wish to leave your organisations? _____

Are you related to the applicant in any way? _____

Absence

In the employee's last two years of employment with you:

a) How many days of sickness absence from work did they take?

_____ days

b) How many periods of sickness absence did they have?

_____ periods

Has the applicant taken any parental leave (under the Employment Relations Act 1999)?

Yes/No _____ weeks

The Employee and their job

Does the employee have any disciplinary actions on their file or is subject to an investigation or disciplinary hearing? **Yes/No**

If yes please give details:

What duties did the employee carry out in your organisation?

Did they carry them out satisfactorily? **Yes/No**

If no please comment:

Please rate the applicant on the following the following:

	Excellent	Good	Adequate	Poor
Honesty				
Punctuality				
Motivation				
Working as part of team				
Flexibility				
Reliability				
Communication				

What projects/achievements has the employee gained in the last 12 months of employment?

If applicable can you provide information on how the applicant deals with the following:

Managing a team	
Achieving targets	
Using initiative	

Would you re-employ the applicant? **Yes/No**

NOW GO TO SECTION D

Section B (For current or previous school teachers or tutors)

What school or college did/does the applicant attend where you were/are their teacher or tutor?

Institution	From	To

Did they hold any position of trust or responsibility?

Please comment on their quality of work:

Please comment on their attitude to work:

NOW GO TO SECTION D

Section C (for personal referees)

Please rate the applicant on the following:

	Excellent	Good	Adequate	Poor
Honesty				
Punctuality				
Motivation				
Initiative				
Flexibility				
General conduct				
Meeting deadlines				
Reliability				

NOW GO TO SECTION D

Section D (to be completed by ALL referees)

Attached is a job description for the position the applicant has applied for. Please use this space to comment on their suitability for the post.

Do you have any other relevant comments you wish to make regarding the applicant?

Details of the person completing the form

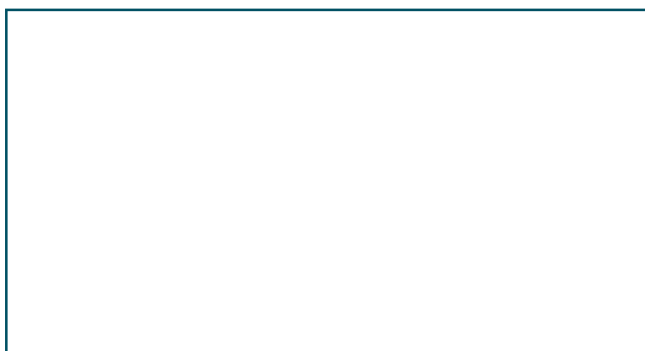
Name _____

Position _____

Signed _____

Date _____

Company Stamp or an enclosed compliments slip:



Please return this either by:

- confidential fax on 01508 533972
- by confidential email to hrteam@south-norfolk.gov.uk
- by enclosing in the pre-paid envelope, which will only be opened by a member of the HR Team

In line with Council practice please supply your contact telephone number so that we may verbally confirm the contents of this reference and its origins.

Should you have any questions or queries then please contact:

HR Department
South Norfolk Council
Swan Lane
Long Stratton
NR15 2XE
T: (01508) 533664

Thank you for your time in completing this form