



## Referee Details

Name:

Job Title:

Contact Number:

Company:

In what capacity did you know the applicant?

## APPLICANT DETAILS

First Name:

Surname:

Job Title:

Company:

Dates employed from:

Dates employed to:

Reason for leaving:

Would you re-employ this person?

YES

NO

If no, please provide details:

## SECTION 1

HOW WOULD YOU **ASSESS THE FOLLOWING?**

Please tick relevant boxes (Excellent, Good, Poor)

	Excellent	Good	Average	Poor
Ability to follow care plans				
Reliability, time keeping, attendance				
Character				
Attitude				
Ability to ensure dignity is upheld				
Communication				
Relationships with colleagues				
Ability to work under own initiative				

## SECTION 2

Please answer the following questions

**Has the applicant been subject to any disciplinary action?** YES NO

If yes, please provide details:

**Are you aware of the applicants involvement in any safeguarding investigations?** YES NO  
(previous or current)

If yes please provide details

**Are you aware of any reasons why the applicant should not be employed to work with children or vulnerable people?** YES NO

If yes, please provide details:

**To the best of your knowledge, has the applicant been convicted or cautioned of a criminal offence\*?** YES NO

If yes, please provide details:

\*Due to the nature of care work, all spent convictions must be disclosed (Rehabilitation of offenders act 1974)

Additional comments:

PLEASE CONFIRM: I can confirm that all the details provided are accurate at the time that this reference was completed. I understand that the applicant has the legal right to request a copy of their reference.

Full Name:

Position:

Signature:

Date :

We always ensure that our candidates undergo our rigorous recruitment process prior to any work being offered to them. Therefore, the more rapid the response is - the faster we can assess the candidate and allow them to start working.