

SAMPLE REFERENCE CHECK FORM
STRICTLY CONFIDENTIAL

Mr/Ms _____ is being considered for the post of with
and has submitted your name as a referee. In the circumstances I would ask you to
confirm the following :

What was her/his position with your organisation? : _____

What dates was s/he employed? _____

What was her/his attendance pattern like? _____

Who did s/he report to? _____

What were the nature of her/his duties? _____

Did s/he have any staff reporting to her/him? _____

How would you rate her/his working relationship
with the following?

1.Her/his staff (if applicable) _____

2.Her/his colleagues _____

3.Her/his supervisor _____

How would you rate her/his performance &
achievements: _____

What was her/his salary? _____

Reason for leaving (if applicable): _____

Would you re-employ her/him ? _____

Any obvious strengths and/or weaknesses

Is there any other information of relevance you feel we ought to be aware of:

Signed _____ Position _____ Date _____

If you wish to provide additional information, in the form of a covering letter, please do so. Sample Childcare Ltd. undertakes to use its best endeavors to hold confidential any information provided by you to Sample Childcare Ltd. subject to our obligations under the law including the Freedom of Information Act, 1997 and 2004. **Sample Childcare Ltd. will consult with you about the release of any information provided by you before making a decision on any Freedom of Information request.**

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