



STRICLY PRIVATE AND CONFIDENTIAL

Note: In order to protect the public, you are free to disclose any information you have regarding criminal convictions that are relevant to this applicant's request for employment. This is provided for by virtue of the 1975 Exceptions Order to Section 4 (II) of the Rehabilitation of Offenders Act (1974). Any such information should be given on a separate sheet.

REQUEST FOR REFERENCE

Name of previous employer:	
Name of applicant:	
National Insurance Number:	
Position applied for:	
Address of applicant:	
Date started:	Date left:
Reason for leaving:	

Please give your evaluation on a scale of one to five (five being the highest rating)

	Excellent	Good	Acceptable	Poor	Optional Comment
Punctuality/Reliability					
Honesty/Integrity					
Professional Conduct/Dedication					
Relationship with others					
Relationship with Services Users					
Self-Motivation/Initiative					
Verbal Communication Skills					
Written Communication/Paperwork Skills					
Leadership Skills/Potential					
Coping under Pressure					
Co-operation/Teamwork					
Confidence/Ability to Work Unsupervised					
Attitude to Training/Improvement					
Caring Nature					
Positive Role Model					
Would you re-employ?					

Please detail any disciplinary warnings the employee may have had at the time of leaving

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What other information do you have regarding their suitability for the position and the various tasks, responsibilities and personal attributes required for it?



EMPLOYERS DETAILS

If you wish to make any additional comments, please do so overleaf

Company names:

Companies Address:

Your full names:

Position:

Signed.....

Date:

If you would like information on the services offered by Adonai Recruitment, please tick here:

I am happy for this reference to be shared with Employers with this applicant may be placed please tick here

FOR ADONAI CARE SERVICES LTD - RECRUITMENT SERVICES USE ONLY:

Reference received by:

Email (covering email attached) Yes / No

Post/Fax (covering letter/compliment slip/fax header sheet attached) Yes / No

Reference requested/completed by:

Signature: Date:

Print Name: Position: