**EMPLOYER’S REFERENCE REQUEST QUESTIONNAIRE**

**All information will be treated in confidence.**

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| --- | --- |
| Questions | Comments |
| **1.** What is your working relationship with  the applicant? e.g. manager, team  colleague, supervisor **Please note:- normally we would ­­\_\_\_expect a manager to provide a \_\_\_reference.**  |  |
| **2.** Please confirm the applicant’s full name  and employment dates. |  |
| **3.** a) Have there been any problems with the applicant’s attendance and time keeping?b) Please give details of sickness record\_ over the last 2 years. c) Please advise if there are any ‘live’ disciplinary/capability warnings/issues. - If yes, please provide brief details.  |  |
| **4.** Please could you explain your view on whether the applicant’s experience meet the requirements of this job (the Job Profile is attached). |  |
| **5.** Please could you give your general opinion on the applicant including comments on their reliability, integrity / honesty,co-operativeness, potential, ability as a team worker and any other comments that you may wish to make. |  |
| **6.** Would you re-employ this applicant? (If **NO**, please give reasons) |  |

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| --- | --- |
| Signed: | Name: |
| Job Title: | Date form completed: |
| Telephone number: |

**Please return the completed form to the designated member of the HR team who requested the reference.**

**Should this not be possible, we would be grateful if you could send this completed form to:**

**Human Resources, Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL.**