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**CONFIDENTIAL – EMPLOYMENT REFERENCE REQUEST**

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| Post Number: | Post Title : | Date: |
| **Enquiry concerning:** |  | |
| Employed by you as: |  | Dates: |
| Managed by you when working as: |  | Dates: |
| **Name of Referee:** |  | Date: |
| **Please could you confirm the above details Yes / No** | | |
| If relevant, please provide their continuous local government service date, if this differs to the employee’s start date with you: | | |
| Please confirm reason for leaving your employment: | | |
| How many days sickness absence and how many episodes of absence has he/she had in their last year of employment with you? | | |
| Did he/she have any current disciplinary warnings at the time of leaving? | | |
| Please comment on his/her standard of timekeeping: Good / Fair / Poor | | |
| If you wish to give any further information which you feel may be relevant to his/her application please provide this here: | | |
| Please indicate whether you give your consent for the content of the reference that you have provided to be disclosed to the person named above. | | |
| Signature: ………………………………………………. Date: …………  Please PRINT name: …… ………  Position in Company: ……………  Company Stamp: Tel No: ……… | | |