`

**CONFIDENTIAL – EMPLOYMENT REFERENCE REQUEST**

|  |  |  |
| --- | --- | --- |
| 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: ……… |