

Reference Request Form

The person named below has applied for the post of Steward with the Enchanted Forest Community Trust and has given your name as a referee.

On providing information to our organisation, you should not include anything that may compromise you or your organisation, however, where clear evidence exists of significant negative history, especially of a serious nature, then we would be grateful for such details.

Please find attached a copy of the job description to assist you in completing this reference.

Name of Applicant	
Post Applied for	
Organisation	Enchanted Forest Community Trust

General Information

Type of Reference	Employment <input type="checkbox"/> Character <input type="checkbox"/>
Referee's Name	
Position	
Address	
Telephone No.	
In what capacity do you know the applicant?	
How long have you known the applicant?	

Employment Information *(to be completed for Employment references only)*

Dates of employment	
Capacity in which employed	
Main duties	
Salary	
Reason for leaving	
Number of days absent through sickness/injury in the last year	

Character *(to be completed for both Character and Employment references)*

Please rate the person on the following:

	Poor	Average	Good	Excellent
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you indicated applicant is "Poor" or "Average" for any category please state your reasons below:

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Child and Adult Protection (to be completed for *both* Character and Employment references)

This post will involve access to children and/or vulnerable adults. Is there any reason at all to be concerned about this applicant being in contact with children/vulnerable adults?

Yes

No

If 'Yes', we may contact you in confidence? Yes No

Other Information (to be completed for *both* Character and Employment references)

Please comment on the ability of the applicant to carry out the duties of this post, with reference to the enclosed Job Description and Person Specification.

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In your opinion is there any reason why the applicant should not be appointed to this post?

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Do you have any further information or comments which you would wish to offer about the applicant, bearing in mind the post for which they have applied?

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Data Protection

This information is being collected by The Enchanted Forest Community Trust for the purpose of recruitment and selection. If you are giving a reference on behalf of a present or previous employer, the applicant subject will be entitled to see it.

If the applicant is successful the information will be held on file for the duration of their employment. If the applicant is unsuccessful the information will be held on file for a maximum of twelve months and then destroyed.

Signed:

Date: