**Reference for New Employees**

Dear Sir/Madam

**Re: Reference request for…………………………………………………………………………………………………**

**Job applied: …………………………………………………………………………………………………………………**

The above mentioned person has applied for a job at our institute and has appointed you as a referee. We would kindly request you to provide the following details and return it back as soon as possible so that we can process the application.

Please rate the candidate by ticking the appropriate box below:

Good

Poor

Very Poor

Excellent

Self-motivated and persistent, gets things done

Unmotivated, lets things slip

Flexible, adapts quickly to new situations

Resists change, slow to adapt

Resilient, works well under pressure

Performance poor under pressure

Written work concise and well expressed

Written work poorly expressed

Oral expression clear and easily understood

Poor oral expression

Mixed well, good team worker

Unpopular, poor team worker

Tactful, sensitive in dealing with clients/public

Tactless, abrasive and impatient with clients

Takes responsibility, uses initiative

Avoids responsibility, lacks initiative

Clear and logical thinker

Confused and inconsistent thinker

Able to make sensible and balanced judgements

Judgements often hasty or unrealistic

How long have you known the applicant for? \_\_\_\_\_\_\_ (Years/Months) In what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider the applicant suitable for the above named job? YES / NO

Would you re-employ this person? (If applicable) YES/NO If no, please say why:

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Please state any known reason why you think the applicant might be considered *unsuitable* to work with children.

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If you have any other information which would be of benefit to us then please state on the reverse of this sheet or a separate piece of paper

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

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