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| --- |
| **Employment Reference** |
|   |
| Name of Applicant: |  |
| Position applied for: | Senior Support Worker |
| Name of Referee: |  |
| Relationship to the applicant: |  |
| Referee Contact Details: |  |
| Employment Information in relation to **Candidate** |
| **Please provide details:** | Start Date: |  |
| End Date: |  |
| Job Title: |  |
| Reason for Leaving: |  |
|  |
| Please ✓ below: | **Poor** | **Average** | **Good** | **Excellent** |
| Ability to follow instructions |  |  |  |  |
| Time Keeping |  |  |  |  |
| Reliability |  |  |  |  |
| Interpersonal and Communication Skills |  |  |  |  |
| Ability to form positive working relationships |  |  |  |  |
| Overall level of performance |  |  |  |  |
|  |
| ***If you have ticked POOR for any of the above,*** *please provide further information as to why.* |
|  |
|  |
| Would you reemploy? | [ ]  Yes[ ]  No | ***If NO,*** *please provide further information as to why.* |
|  |
| What is that applicant’s number of sickness absence days? |  |
|  |
| Has the applicant ever been subject to any investigations including Safeguarding, CQC and Ofsted? | [ ]  Yes[ ]  No |
| ***If YES***, *please provide further information and outline the incident below.* |
|  |
| Has the applicant ever received a written warning or disciplinary? | [ ]  Yes[ ]  No |
| ***If YES***, *please provide further information and outline the incident below.* |
|  |
| Has the applicant ever breached confidentiality? | [ ]  Yes[ ]  No |
| ***If YES***, *please provide further information and outline the incident below.* |
|  |
| Is there any reason why you feel that the applicant should not work with vulnerable adults or young people? | [ ]  Yes[ ]  No |
| ***If YES,*** *please provide further information as to why.* |
|  |
|  |
| **Signature:** |  | **Date:** |  |

**NB: If email used is not a professional email, an organisational letterhead must be included or this must be stamp.**

**Thank you**