|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**