**EMPLOYMENT REFERENCE CHECK TEMPLATE**

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** | **[Candidate Name]** |
| Date of Birth: | [DD/MM/YYYY] |
| Organisation: | [Previous Employer] |

**APPLICANT EMPLOYMENT DETAILS**

|  |  |
| --- | --- |
| Job Title: | [Candidate's Job Title] |
| Employment Start Date: | [DD/MM/YYYY] |
| Employment End Date: | [DD/MM/YYYY] |
| Employment Type: | ☐ Full Time ☐ Part Time |
| Monthly Salary: | [Number] |
| Reason for Leaving: | [Brief Explanation] |

**APPLICANT DISCIPLINARY RECORD**

|  |  |
| --- | --- |
| Did the candidate undergo any disciplinary or performance management procedures? | ☐ Yes ☐ No |
| If Yes, please explain:  [Details] | |
| If a suitable position were to open up, would you consider hiring this candidate again? | ☐ Yes ☐ No |
| If No, please explain:  [Details] | |

**APPLICANT DUTIES & PERFORMANCE**

|  |
| --- |
| Main Duties and Responsibilities:  [Brief Summary] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please rate the applicant on the following criteria: | Excellent | Good | Adequate | Poor |
| Overall work performance | ☐ | ☐ | ☐ | ☐ |
| Consistency in attendance and dependability | ☐ | ☐ | ☐ | ☐ |
| Teamwork and collaboration | ☐ | ☐ | ☐ | ☐ |
| Ethical behavior and trustworthiness | ☐ | ☐ | ☐ | ☐ |
| Professional demeanor and conduct | ☐ | ☐ | ☐ | ☐ |

**OVERALL ASSESSMENT**

|  |  |
| --- | --- |
| On a scale of 1 to 10, how would you rate the candidate's overall job performance? | [1-10] |
| Are there any key insights into the candidate’s work performance that these questions may not have covered?  [Details] | |

**REFEREE DETAILS**

|  |  |
| --- | --- |
| Referee Name: | [Referee's Name] |
| Job Title: | [Referee's Job Title] |
| Telephone Number: | [Referee's Contact] |
| Email Address: | [Referee's Email] |
| Signature: | [Signature] |
| Date: | [DD/MM/YYYY] |

**Please return this completed reference check to:** [HR Contact Email]