**APPENDIX 15**

**Written / Email References**

**FORM R7**

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|  | | | | | |
| Candidate’s Name: | . | Position applied for: | | . | |
| Previous Employer: | . | Person Contacted: | | . | |
| Telephone Number: | . | Date: | | . | |
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| **Referees should note** that if the subject of a reference requests to see it the rights of the individual who is asking to see the reference will need to be balanced with any duty of confidentiality owed to the person who wrote the reference.  **The form below is in two Sections: Section A is to be completed by current or previous employers, and Section B is to be completed by all referees.** | | | | | |
|  | | | | | |
| **Section A** | | |  | | |
| 1a**.** How long have you known the applicant and in what capacity? | | | | | |
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| 1b. Please specify the dates when the applicant was in your employment or known to you.  From: …………………….. to: …………………………. | | | | | |
|  | | | | | |
| 1c. Capacity in which employed or known: | | | | | |
|  | | | | | |
| 1d. Are you the applicants current line manager | | | | | **Yes  No** |
|  | | | | | |
| 2a. If employed, whilst the applicant was in your employment:  Is / was the applicant’s overall job performance?  Excellent  Good  Satisfactory  Poor  Please explain: | | | | | |

|  |  |
| --- | --- |
| 2b. How does / did the applicant get on with other people?  Excellent  Good  Satisfactory  Poor  Please explain: | |
| 3a. Is / was the applicant’s attendance at work  Excellent  Good  Satisfactory  Poor  Please explain: | |
| 3b. How many episodes and total days has the applicant lost due to sickness absence in the last 12 months? | |
| 4. Please describe the main qualities and attributes of the candidates and give your views as to his / her suitability for the post: | |
| 5. Please state why the applicant left the job? (if applicable): | |
| 6. Would you re-employ the applicant? Yes  No  If no please state why: | |
|  | |
| **Thank you for answering the questions** | |
|  | |
| Signed: ……………………………………………………….. | Date: …………………………… |
|  | |