

Rapid Improvement Employment Reference Form

Applicant name:	
Applicant Job Title:	
Applicant D.O.B:	

Please answer all questions honestly and accurately:

Specific dates of employment: (Please use exact dates)	From: (DD/MM/YYYY)	To: (DD/MM/YYYY)
Job title:		
Nature of work, Specific duties, responsibilities:		
Reason for leaving employment? If dismissed please supply details:		
Was applicant honest and trustworthy at all times? If no please supply full details:		
During employment was applicant the subject of a Disciplinary procedure? If yes, please supply full details and outcome		
Would you re-employ applicant? If no, please state reasons why:		
Do you have any other information you feel would be relevant to an employer?		

Please tick which box accurately applies to the applicant:

	Excellent	Good	Satisfactory	Below Average	Poor
General Conduct					
Work Performance					
Attitude to Work					
Initiative					
Time Keeping					
Relationships with: Colleagues:					
Relationships with: Customers:					

If you indicated applicant is “Below Average” or “Poor” for any category please state your reasons below:

Signature:	
Print Name:	
Date:	
Company name:	
Position Held:	
Telephone number:	
Address:	

