**Reference Request Covering Letter**

**Private & Confidential**

<<Contact Name>>

<<Title>>

<<Company Name>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<Name>>

**Re: <<Name and Address of Prospective Employee>>**

I/We would be grateful if you could kindly provide us with a reference on the person named above who has applied to us for the position of <<job description>> by completing the enclosed reference request form.

All information you provide will be treated with the utmost confidence.

A stamped addressed envelope is enclosed.

Yours sincerely

**<<Name>>**

**<<Title>>**

Enc. Reference request form

Stamped addressed envelope

**Telephone/Written Reference Request - CONFIDENTIAL**

Reference for:

Position applied for: Job Ref:

|  |  |
| --- | --- |
| Name of Referee: |  |
| Relationship to candidate: |  |

**If previous or current employer, please complete the following:**

|  |  |
| --- | --- |
| Dates employed: |  |
| If they have left your employment, why? |  |
| How many days off sick in the last year? |  |
| Did they have any disciplinary action pending? |  |
| Would you re-employ them? |  |

**Please rate the applicant’s qualities under each of the following headings:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Very Good | Good | Average | Poor | Very Poor |
| Timekeeping |  |  |  |  |  |
| Trustworthy/Honest |  |  |  |  |  |
| Reliability |  |  |  |  |  |
| Attitude to work |  |  |  |  |  |
| Quality of work |  |  |  |  |  |
| Ability to work with others |  |  |  |  |  |
| Attendance |  |  |  |  |  |

**Please answer the following questions:**

|  |  |
| --- | --- |
| Length of service : |  |
| Length of time you have known the person: |  |
| Time keeping: |  |
| Attendance - including number of absences, or, number of days sickness, and the timescale; (Please note: When providing information about an individual’s sickness absence record, it is essential to provide only verifiable facts about attendance history, and not to include subjective statements. Even seemingly positive statements [e.g.: “maintained good attendance despite disability”] could be seen as discriminatory. It is not appropriate to provide background information about medical conditions or disability.)  |  |
| Suitability for the post applied for:  |  |
| Current disciplinary record (if applicable): |  |
| Any other comments? |  |

If you need to add more information, please continue on a separate piece of paper.

Signed: ....................................... Date: ...............................

Name: ....................................... Official stamp (if applicable):