

Reference Request

Confidential

The person detailed below has applied for employment with South Norfolk Council and has supplied your name as a referee in support of their application.

Important: No applicant can be offered a position with us until we have received 2 independent references, 1 of which has been requested from you.

Name of Applicant _____

Job Title _____

This form can also be downloaded from www.south-norfolk.gov.uk

Please fill in the appropriate section depending on your capacity as a referee:

- Current or former employer or manager (complete Sections A, C & D)
- Current or former school teacher or tutor (complete Sections B & D)
- Personal friend or acquaintance (complete Sections C & D)
- I do not wish to provide a reference for the following reason:

Section A (to be completed by current or previous employer)

The Applicant and your Organisation

In what capacity did you employ the individual?

Job title (s)	From	To

What was the leaving/current salary of the applicant? _____

What is their recognised continuous service date (Public Sector only)? _____

Why did /does the applicant leave/wish to leave your organisation? _____

Are you related to the applicant in any way? _____

Absence

In the applicants last two years of employment with you:

a) How many days of sickness absence from work did they take? _____ days

b) How many periods of sickness absence did they have? _____ periods

Number of parental leave weeks taken (under the Employment Relations Act 1999)?
_____ weeks

The Applicant and their Job

Does the applicant have any disciplinary actions on their file or are they subject to an investigation or disciplinary hearing? Yes* No

What duties did the applicant carry out in your organisation?

Did they carry them out satisfactorily? Yes No*

What projects/achievements has the applicant gained in the last 12 months of employment?

Would you re-employ the applicant? Yes No*

*Please provide details on an additional sheet

Now Go To Section C

Section B (for current or previous school teachers or tutors)

Academic Institution	From	To

Did they hold any position of trust or responsibility?

Please comment on their quality of work:

Please comment on their attitude to work:

Now Go To Section D

Section C (for personal referees / current or previous employers)

Below is a list of the Council's competencies with example behaviours given for guidance. Please rate the applicant on these and add any comments as appropriate in the box below.

Managing Own Work	Excellent	Good	Adequate	Poor
Plans, structures and prioritises own work				
Developing Own Capability				
Learns from situations and past experience				
Flexible and open to new ways of working				
Presenting Ourselves				
Works hard to achieve objectives and goals				
Resilient under pressure				
Collaborating With Others				
Involves others in decision making affecting them				
Provides assistance when required				
Influencing Outcomes				
Provides others with relevant information				
Varies approach				
Meeting User Needs				
Proactively checks and informs if needs are achievable				
Ensures agreed needs are met				
Problem Solving				
Establishing underlying cause				
Avoids problem escalation				
Refers problems upwards when appropriate				
Developing Services and Processes				
Seeks ideas for improvement				
Tests ideas with potential users				
Achieving Change				
Focuses on benefits to both self and others				
Ensures alignment of goals in organisation				

Comments

Now Go To Section D

Section D (to be completed by ALL referees)

Attached is a job description for the position the applicant has applied for. Please use this space to comment on their suitability for the post.

Do you have any other relevant comments you wish to make regarding the applicant?

Details of the person completing the form

Name _____

Position _____

Signed _____ Date _____

Tel No: _____

Company Stamp or an enclosed compliments slip:

Please return this either by:

- confidential fax on 01508 533972
- confidential email to hrteam@s-norfolk.gov.uk
- enclosing in the pre-paid envelope, which will only be opened by a member of the HR Team

Should you have any questions or queries then please contact:

The HR Team
South Norfolk Council
Swan Lane
Long Stratton
NR15 2XE
T: (01508) 533664/8

Thank you for your time in completing this form