

Character Reference Request

This form should be used to provide a reference for an individual who is involved in a recruitment campaign with us. It should provide all the factual information you can disclose regarding your knowledge of the individual. Please **DO NOT** provide health and sickness related information. If appropriate please provide continuous service information.

For assistance with this form or the process for which this form is part, or to submit the completed form, please contact the person named on the covering letter.

Candidate Details

Forename(s)			
Surname(s)		Title (e.g. Mr, Mrs)	

Position Details

Job Title			
Organisation / School			

Character Details

Please outline below the relationship you have, or had, to the Candidate			
How long have you known the candidate?			
Do you consider this person to be honest and trustworthy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, please provide additional details below.			

Additional Information

Please provide any further information here including, if possible, the main areas of responsibility and achievements to date along with any skills or potential areas of weakness you have noted.

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Declaration

I confirm that the information provided is accurate and complete and consent to being contacted should further clarity on the reference be required.			
Name		Tel. No.	
Signature		Date	