

Employer Reference Request

For roles within Warwickshire County Council

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 the employee's time with your organisation. 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 Hiring Manager (details will be on the initial email sent to you).

Candidate Details

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

Position Details

Job Title	
Service Area	

Employment Details

Please complete the section below referring to the time the candidate worked within your organisation.			
Position Held			
Salary		Start Date	
End Date (if appropriate)			
Local Government continuous employment date (if appropriate)			
Reason for Leaving (if appropriate)			
How long have you known the candidate?			
Did they complete a satisfactory probation period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Would you re-employ this person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you consider this person to be honest and trustworthy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered NO to any of the above questions, please provide additional details below.			

Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please provide additional details below.		
Are you aware of any concern's regarding the candidate's sickness history? Please list the duration and reason of each absence		

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.

Declaration

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