

<b>REDEPLOYEE REFERENCE PROFORMA</b>
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Candidate Name	
Current Post Title	
Directorate	

Number of absences due to sickness in the last two years:	
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Number of days lost due to sickness in the last two years:	
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Has the employee satisfactorily completed their probationary review? YES/NO  
*If the answer is NO, please outline details of any extensions and provide reasons*

Would you re-employ this person? YES/NO  
*If the answer is NO, please outline details and provide reasons*

Do you consider this person to be honest & trustworthy? YES/NO  
*If the answer is no, please specify why.*

Please give information on the following; please continue on a separate sheet if necessary

- \* Main areas of responsibility and achievements to date
- \* Strengths and potential as well as areas for development
- \* Transferable Skills

Please continue overleaf.....

....continued

**Referee Information**

I confirm that the content of this reference is based on factual information and am happy for the content of the reference to be shared with the employee concerned if requested.

<b>Name</b>	
<b>Relationship to Applicant</b>	
<b>Signature</b>	
<b>Date</b>	

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