****

**UNIVERSITY COLLEGE LONDON**

**REFERENCE REQUEST**

Dear

**Re:**

The above-named has been provisionally offered the post of and has provided your details for a reference. I would be grateful if you would complete the following form and return by email to me.

Any information you give will be treated in the strictest confidence.

May I take this opportunity of thanking you in advance, your prompt reply would be much appreciated.

Yours sincerely

Name

Job title

Email address@ucl.ac.uk

****

**Name of Applicant: UCL Department:**

**Name of Referee:**

|  |  |
| --- | --- |
| The Applicant states that they were employed by you. Please confirm: | |
| Date Started: | Job Title: |
| Leaving Date: | Reason for Leaving: |

Please give your assessment of applicant’s performance (tick appropriate boxes):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Less than Satisfactory | Unsatisfactory |
| Quality of Work |  |  |  |  |  |
| Relationship with Colleagues |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Attendance |  |  |  |  |  |
| Timekeeping |  |  |  |  |  |

During the course of her employment did you have any reason to doubt the applicant’s honesty?

YES/NO

Did the applicant have any disciplinary warnings during their last 12 months' employment with your organisation? If so, please comment, if possible on the nature of these warnings:

YES/NO

Subject to a suitable vacancy and policy permitting would you re-employ the applicant?

YES/NO

Looking at the attached job description please comment on the above name’s suitability and skills for the post:

Please provide any further information you feel would be relevant to this appointment:

Referee’s Electronic Signature: Date:

Referee’s Position:

Name and address of company:

Telephone number:

Email: