This Form was created in Word using VF Creator.

Created: 16/01/2018 by the VF Creator team.

VF Creator turns documents created in Word into online forms.

You can view/edit eForm features, after installing the VF Creator add-in. A new VF Creator ribbon will be available which allows you to create/edit eForms.



Please visit [VictoriaForms.com](http://www.formpony.com/)/VF-Creator/ to start creating online forms in Word.

#### Employer Reference Request

|  |
| --- |
| Applicant:  |
| Department:  |

|  |
| --- |
| The Applicant states that he/she was employed by you:as  from  to  |
| Please state:Start Date:  | Job Title:  |
| Leave Date:  | Reason for Leaving: |

Referee: 

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Less thanSatisfactory | Unsatisfactory |
| Quality of work |  |  |  |  |  |
| Relationship with colleagues |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Attendance |  |  |  |  |  |
| Timekeeping |  |  |  |  |  |

Number of days of sickness absence within the last 24 months: 

Number of occasions: 

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

YES  NO 

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

YES  NO 

**Declaration**

|  |  |
| --- | --- |
| Signed  | Date  |
| Position |  |