

EMPLOYEE REFERENCE REQUEST FORM

Referee's Name: _____

Position/Title: _____
Employee Information:

Full Name: _____

Position Held: _____

Employment Period: _____

Reference Request Details:

Please provide your honest assessment of the employee's performance, conduct, and suitability for future employment.

1. Relationship to Employee:

Please describe your professional relationship to the employee (e.g., direct supervisor, colleague):

2. Job Performance:

Please comment on the employee's job performance, skills, strengths, and areas for improvement:

3. Conduct and Professionalism:

Please provide information regarding the employee's conduct, reliability, teamwork, and professionalism:

4. Attendance and Punctuality:

Please describe the employee's attendance record and punctuality:

5. Suitability for Future Employment:

Based on your experience, would you recommend this employee for the prospective role or general employment? Please elaborate:

Data Protection and Confidentiality

The information provided in this reference request form will be treated as confidential and used solely for the purpose of assessing the employee's suitability for employment. All data will be processed in compliance with UK Data

Protection Legislation and relevant guidelines. By completing this form, you consent to the processing and disclosure of this information to the requesting party.

Declaration

I confirm that the information provided above is true and accurate to the best of my knowledge. I understand that providing false or misleading information may have legal consequences.

Referee Signature

Date

Signature: _____

Date: _____

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