

***Addilyn Care Services***

**A Healthcare team that puts your needs first**

Reference Request Form

**Private & Confidential**

Referee name:

Referee position:

Organisation name:

Candidate name:

Position applied for:

Please confirm dates of previous employment:

From: To: Job title:

**How would you rate this person in the following?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please tick appropriate box** | **Excellent** | **Very good** | **Average** | **Below Average** |
| **Time-keeping/reliability** |  |  |  |  |
| **Work performance** |  |  |  |  |
| **Ability to work as part of a team** |  |  |  |  |
| **Ability to work on their own** |  |  |  |  |
| **Technical/Clinical skills** |  |  |  |  |
| **Interpersonal skills** |  |  |  |  |
| **Honesty and Integrity** |  |  |  |  |
| **Managerial Skills(if applicable)** |  |  |  |  |

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If appropriate, would you re-employ the candidate?

Reason for leaving**:**

**Please provide any further information considered reasonably relevant about instances where fitness to practice has been a cause for concern in the context of public and/or patient safety. Any information provided is to be true, accurate and fair. If health or criminal record information is the cause of concern, please provide information in accordance with the Equality Act (2010) and the Disclosure & Barring Service Code of Practice. We will confirm further information with the applicant or yourself as necessary to assess the applicant’s fitness to practice in the role applied for.**

Please provide any further comments you would like to make:

**Adherence to General Data Protection Regulation (GDPR) May 2018:**

**PLEASE COMPLETE THIS SECTION**

Can we make these comments available confidentially to our:

Clients: Candidate:

Signature: Date: Your Position:

Please submit the completed form to [team@addilyncareservices.co.uk](mailto:team@addilyncareservices.co.uk)

**KINDLY NOTE: This reference will be invalid unless returned from an official email address, or it is stamped /attached to company headed paper.**

**Addilyn Care Services**

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