

Reference Request

Medicare Support and Housing LTD, Suite 208B, Regus House, Atterbury, Milton Keynes, MK10 9RG

Dear:			
Company Name:			
Address:			
Tel:		Email:	

Candidate Name:		Has given your name as a referee
For the position of:		
<p>The named candidate has given permission to contact you to provide information related to their current and / or previous employment / educational background. I would be grateful if you could consider the attached Job Description for this role and provide your thoughts on their suitability for this post by completing this Reference Request.</p> <p>Any information that you provide will be treated in the strictest confidence, in line with the General Data Protection Regulations.</p> <p>Please could you return the completed reference to me by using the stamped, addressed envelope or electronically secure routes to:</p>		

By email to:	hr@medicare-support.co.uk
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Company Name:		Employment start date:	
Name of Referee:		Employment end date:	

Position held and duties:			
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Capacity in which candidate is known:			
How long have you known the candidate?			
Reason for leaving:			

Was the candidate subject to any formal form of performance management / safeguarding / disciplinary action within the last 12 months?	Yes	No
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If yes, please give further details:		
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Would you employ the candidate again?	Yes	No
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If No, please give further details:

Criteria: Assign X to the applicant performance	Excellent	Good	Average	Unable to comment	
Dignity and respect					
Compassion, empathy, ability to empower others					
Motivation, commitment and attitude to work					
Learning and development interest					
Team working ability					
Lone working. Ability to work on own initiative					
Understanding and compliance with quality and safety					
Overall contribution as a member of staff					
Did you find the applicant honest and trustworthy?				Yes	No
Did you find the candidate to be reliable in carrying out his / her duties?				Yes	No
Was the applicant's attendance / time keeping acceptable?				Yes	No
Do you think the candidate is a suitable person to undertake this post?				Yes	No
Please provide any additional comments here (continue on an additional sheet if necessary):					
Referee Signature:				Date:	

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Privacy

Individuals have a right under the General Data Protection Regulations to see copies of references received about them. Therefore, we cannot guarantee the complete confidentiality of any reference received.

We will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this document, you consent to holding the information contained.

We are required to keep this information within the candidate's personnel file. We cannot estimate the exact time period it will be held for. When that period is over, we will delete your data.

We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by Emilly Mbevi and Caphas Chisangowerota and only used for the purposes of successful recruitment of the candidate.

You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact us.

Office use only			
Reference verified by Name:		Date:	
Verbal Reference Taken By:		Date:	