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**Pure Health Care Pvt Ltd**

 **Thurrock**

**Employment Reference Form**

|  |  |
| --- | --- |
| Applicant name: |  |
| Applicant Job Title: |  |
| Applicant D.O.B: |  |

 **Please answer all questions honestly and accurately:**

|  |  |
| --- | --- |
| Specific dates of employment: **(Please use exact dates)** | **From: To:****(DD/MM/YYYY) (DD/MM/YYYY)** |
| Job title: |  |
| Nature of work,Specific duties, responsibilities: |  |
| Reason for leaving employment?**If dismissed, please supply details:** |  |
| Was applicant honest and trustworthy at all times? Yes NoIf no please supply full details: |  |
| During employment was applicant the subject of aDisciplinary procedure? Yes No**If yes, please supply full details and outcome** |  |
| Would you re-employ applicant? Yes No**If no, please state reasons why:** |  |
| Do you have any other information you feel would be relevant to an employer? |  |

 **Please tick which box accurately applies to the applicant:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Below Average | Poor |
| General Conduct |  |  |  |  |  |
| Work Performance |  |  |  |  |  |
| Attitude to Work |  |  |  |  |  |
| Initiative |  |  |  |  |  |
| Time Keeping |  |  |  |  |  |
| Relationships with: Colleagues: |  |  |  |  |  |
| Relationships with: Customers: |  |  |  |  |  |

 **If you indicated applicant is “Below Average” or “Poor” for any category, please state your reasons below:**

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|  |  |
| --- | --- |
| Signature: Date: |  |
| Print Name: |  |
| Date: |  |
| Company name: |  |
| Position Held: |  |
| Telephone number: |  |
| Address: |  |

 OFFICE USE

|  |  |
| --- | --- |
| DATE RETURNED: | DATE VERIFIED: |
| VERIFIED BY: | SIGNATURE: |