

*St. Francis Hospice*

### REFERENCE REQUEST

|  |  |
| --- | --- |
| *Applicants Name*  |  |
| *Post Applied for:* |  |
| ***Referee Name:*** |  |
| ***Organisation Name and Referee’s title:*** |  |
| ***POSITION(s) Held:*** |  |  |
| ***1.*** | **From:** | **To:** |
| ***2.*** | **From:** | **To:** |
| *3.* | **From:**  | **To:**  |
| ***Reason for Leaving:*** |  |

In summary please advise on work record as follows (**NOTE:** Satisfactory identifies that the individual met expected standards and presented no cause for concern):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CRITERION | **EXCELLENT** | **VERY GOOD** | **SATISFACTORY** | **UNSATISFACTORY** |
| **Work Organisation:** |  |  |  |  |
| **Administrative skills:** |  |  |  |  |
| **Punctuality:** |  |  |  |  |
| **Sickness Record/Absenteeism:** |  |  |  |  |
| **Attitude to colleagues:** |  |  |  |  |
| **Attitude to job:** |  |  |  |  |
| **Sense of Responsibility:** |  |  |  |  |
| **Communication Skills:** |  |  |  |  |
| **Ability to work on own initiative:** |  |  |  |  |
| **Ability to work as part of a team:** |  |  |  |  |
| **Ability to work to deadlines:** |  |  |  |  |
| **Attitude to supervision and taking correction:** |  |  |  |  |
| **Integrity** |  |  |  |  |
| **Reliability** |  |  |  |  |

#### How long have you known the applicant and in what capacity (employee, relative, etc.)?

#### In general what is your opinion of the applicant’s performance during her /his employment with your organisation?

# How many days sickness did the applicant have during her/his employment with you?

|  |  |  |
| --- | --- | --- |
| Year | **No. of days sick** | **No. of Occasions** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Any additional information regarding sick leave:

# Do you know of any reason why we should not employ the applicant?

#### Would you re-employ the applicant? Yes No

If no please provide details:

Please indicate any additional comments you may have regarding work performance

**Signed:**

#  Referee

**Position in Organisation:**

**Date:**

Please note that references are subject to the terms laid down in the Freedom of Information Act, 2014 & Data Protection Acts 1988 – 2018 and will be available to the candidate at their request.