**Reference Request**

Dear

**Re:**

The above-named has been provisionally offered the post of            and has provided your details for a reference.  I would be grateful if you would complete the following form and return by email to me.

Any information you give will be treated in the strictest confidence.

May I take this opportunity of thanking you in advance, your prompt reply would be much appreciated.

Yours sincerely

Name

Job title

Email address@ucl.ac.uk

If it is your organisation’s policy not to provide qualitative references, or you do not wish to provide a reference for the candidate please indicate here.

Is this an academic employment reference?

 Yes No

**Non-academic reference section**

Please confirm the name of the organisation where the candidate works or worked:

Please confirm the candidate’s job title at your organisation

Please confirm the candidate’s start date:

Please confirm the candidate’s leaving date:

Please confirm the candidate’s reason for leaving:

Please give your assessment of the candidate’s performance (select appropriate boxes):

Quality of Work

 Excellent Good Satisfactory

 Less than satisfactory Unsatisfactory

Relationship with Colleagues

 Excellent Good Satisfactory

 Less than Satisfactory Unsatisfactory

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Communication

 Excellent Good Satisfactory

 Less than Satisfactory Unsatisfactory

Attendance

 Excellent Good Satisfactory

 Less than Satisfactory Unsatisfactory

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**For UCL Internal candidates only:**

Number of days of sickness absence within the last 24 months:

Number of occasions:

Timekeeping

 Excellent Good Satisfactory

 Less than Satisfactory Unsatisfactory

During the course of their employment did you have any reason to doubt the candidate’s honesty?

 Yes No

Did the candidate have any disciplinary warnings during their last 12 months’ employment with your organisation? If so, please comment, if possible on the nature of these warnings

Subject to a suitable vacancy and policy permitting would you re-employ the candidate?

 Yes No

Please comment on the named candidate’s suitability and skills for the post, referring to attached job description:

Please provide any further information you feel would be relevant to this appointment:

**Referee details:**

Your full name:

Your position:

Company full address:

Telephone number:

Date reference completed.