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**HR & Support Services**

**West Lothian Civic Centre**

**Howden South Road**

**Livingston**

**EH54 6FF**

🕿: (01506) 282222 (Option 1)

**REFERENCE REQUEST**

**STRICTLY CONFIDENTIAL**

**Has this reference been discussed with the candidate? Yes ❒ No ❒**

**PLEASE NOTE:**

**The council’s policy in respect of references is to seek only factual information that can be verified and substantiated if necessary.**

References are not requested in confidence and in accordance with the council’s policy on Access to Personal files, the candidate may view reports on request.

If there is insufficient space in any part of this form please use and attach an additional sheet of paper, ensuring that it is signed and dated.

Past or present employer should ONLY complete **Section A.**

**All other referees** should complete **Section B** (e.g. Character/Education References)

Please return the completed form to:

recruitment@westlothian.gov.uk

**POST:**

**NAME:**

**SECTION A** (Past or present employer)

Employed as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many days and occasions of sickness absence has the applicant had during the last 2 years of employment?

How long have you known the applicant and in what capacity?

Please give a brief summary of current or previous responsibilities commenting on the applicant’s competence, specifically in relation to any documented review of their performance

4. Please give evidence of how the applicant has demonstrated skills, knowledge and experience relevant to the post applied for.

5.As a potential employer, are there any relevant factors/issues regarding the applicant which we should be aware of? Please include any details of the candidate’s disciplinary record, which you would consider to be relevant to the post applied for.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Company/School Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST:**

**NAME:**

**SECTION B** (Non-Employer Reference)

How long have you known the applicant and in what capacity?

Please provide examples of how the applicant has demonstrated skills, knowledge and experience relevant to the post applied for.

Any additional relevant information.

Signed: …………………………………………………… Date: …………………………

Print Name: ……………………………………………….