

References Notes

- This reference sheet is a suggested format. We respectfully ask that details of the referee and applicant are filled in according to the form, however, referees are free to fill in as much or as little of the proforma as they feel is relevant to the applicant. Please cite examples where appropriate.
- If the referee has any further comments they wish to add concerning the applicant space has been provided at the end of the proforma.
- Referees are welcome to fill in the form either electronically or by hand, however it must be printed and presented to the ULOTC with the **referee's signature at the foot of the document**. Referees are welcome to seal the documents in an envelope if they deem it necessary.
- As an alternative to the applicant handing in the references by hand, referees are welcome to post the document to **Recruiting Dept References, ULOTC, Handel Street, London, WC1N 1NP**, fax ULOTC the documents on **020 7414 3888** or email to **recruiters@ulotc.co.uk**

REFERENCE IN RESPECT OF...	
Title	
Surname	
Forname(s)	

Referee:	
Name:	
Address:	
Postcode:	
Telephone:	

<p>How long have you known the applicant and in what capacity? Give dates of the applicant's employment (if applicable). In addition, describe the applicant's position.</p>
<p>Did the applicant achieve any qualifications or complete any training courses during their employment (if applicable, please give details)?</p>
<p>Please give the reasons for the applicant's leaving of your employment?</p>

Describe the applicant's ability and standard of work throughout their employment?

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Describe the applicant's character and personality, and how this was demonstrated.

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Please describe the applicant's ability to mix and work with others.

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Did the applicant undertake any positions of authority during their time in your employ (if applicable) and how did they perform?

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Please include any other details you feel are relevant.

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Signature of referee:	
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Appointment/Occupation:	
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