9 Tedworth Avenue,

Stenson Fields. Derby.

DE24 3BS



**Reference Request for:**

Dear Sir/Madam

The above named has applied for the post of: Registered Nurse (Adult) with MM Care Services Ltd and has given your name as a referee. I would be grateful if you could complete the attached form and email it to info@mmcareservices.co.uk or alternatively post to the above address. It will be highly appreciated if the reference is accompanied by any of the following:

* Post – Attach a company letter-headed paper

A company stamp on reference form

Attach a compliment slip

* Email – Send back using an Organisation/Company’s email account

Any information given will be safe and highly maintained under the Confidentiality Regulations. NO information will be passed on to any third parties. It is our priority that all candidates undergo a rigorous recruitment process prior to any commencement of work. Therefore, the quicker your response is, the quicker they are cleared up to start work. Thank you for your assistance and co-operation!

Yours Sincerely

MM Care Services Ltd

**REFERENCE FORM**

|  |  |
| --- | --- |
| Name of Applicant: | |
| Current/Previous Position Held: | Date(s) of Employment: |
| **Please give a brief outline of the candidate’s role/daily duties:** | |
|  | |

How would you assess the following? Please (√) tick the most appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Average** | **Poor** |
| **Overall Performance** |  |  |  |  |
| **Relationship with clients/colleagues** |  |  |  |  |
| **Team Player** |  |  |  |  |
| **Works on own initiative** |  |  |  |  |
| **Ability to communicate** |  |  |  |  |
| **Timekeeping** |  |  |  |  |
| **Reliability** |  |  |  |  |

What was his/her reason for Leaving

....................................................................................................................

Would you re-employ him/her? YES/NO

|  |  |
| --- | --- |
| **Can you offer any additional information which may assist our recruitment process?** | |
| **Name of Referee:** | **Position:**  **Relationship to applicant:** |
| **Contact Details**  **Phone:**  **Email:** |
| **Address:**  **Post Code:**    **Signature: Date:** | |