[Company name]

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Reference Request

Request sent to a former employer

Date: [date]

To: [Former employer contact name], [Company name]

From: [Your name], [Your company], [contact details]

Candidate details

Candidate name	[Full name]
Role applied for	[Job title]
Candidate's consent	The candidate has given written consent for this reference. [Attach / available on request.]

Questions

1. What was the candidate's job title and employment dates?
2. What were their main duties?
3. How would you describe their reliability and attendance?
4. How did they work with colleagues and managers?
5. What were their key strengths?
6. Were there any areas for development?
7. What was the reason for leaving?
8. Would you rehire them? [Yes / No / with comments]

Please return to [email / address] by [date]. Thank you for your time.

Confidentiality: this reference will be used only for recruitment purposes and handled in line with data protection law.