**Ashford Business Services Ltd**

# Reference Request

Request sent to a former employer

Date: 9 November 2026

To: Sarah Mitchell, Ashford Business Services Ltd

From: Sarah Mitchell, Ashford Business Services Ltd, Contact details as agreed at the meeting.

## Candidate details

| | |
|---|---|
| **Candidate name** | Sarah Mitchell |
| **Role applied for** | Office Manager |
| **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

Please return to sarah.mitchell@ashford-business-services.co.uk by 9 November 2026. Thank you for your time.

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