|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STRICTLY CONFIDENTIAL**  **REFERENCE FORM –BANGOR UNIVERSITY**  Please note that the candidate may request sight of any reference provided as part of a subject access request | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Name: | | |  | | |  | | |  | | | | |  | | |
| Position Applied for : | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| ***Please provide details of the above named’s employment with your organization or provide details as to how you know the above named:*** | | | | | | | | | | | | | | | | |
| Name of your organisation | | |  | | | | | | | | | | | | | |
| Position / Job Title: | | |  | | | | | | | | | | | | | |
| Relationship with above named: | | |  | | | | | | | | | | | | | |
| Dates | | | From |  | | | | | To | |  | | | | | |
|  | | | | | | | | | | | | | | | | |
| ***How would you rate this person for the following? (please tick)*** | | | | | | | | | | | | | | | | |
|  | | | | | Excellent | | | Good | | | | Satisfactory | | | Poor | |
| *Timekeeping* | | | | |  | | |  | | | |  | | |  | |
| *Attendance* | | | | |  | | |  | | | |  | | |  | |
| *Work performance* | | | | |  | | |  | | | |  | | |  | |
| *Ability to work with others* | | | | |  | | |  | | | |  | | |  | |
| *Accuracy & speed of work* | | | | |  | | |  | | | |  | | |  | |
| *Flexibility & adaptability* | | | | |  | | |  | | | |  | | |  | |
| *Attitude when undertaking routine tasks* | | | | |  | | |  | | | |  | | |  | |
| *Willingness to accept authority & regulations* | | | | |  | | |  | | | |  | | |  | |
|  | | | | | | | | | | | | | | | | |
| Was the individual subject to any disciplinary proceedings whilst working for your organisation? | | | | | | | | | | | | | **YES / NO** | | | |
| *If YES, please give details:* | |  | | | | | | | | | | | | | |  |
| Are there any other comments you would like to make about this person? | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| What reason was given for leaving? | | | | | | |  | | | | | | | | | |
| If appropriate, would you re-employ this person? | | | | | | | **YES / NO** | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| ***I can confirm that I am authorised to give details on behalf of the company:*** | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | | | | | | | |
| Tel No: |  | | | | | | | | | | | | | | | |
| Signature: |  | | | | | | | Date: | |  | | | | | | |