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**REFERENCES**

Please give details of 2 people who have agreed to provide references for you.

IF YOU HAVE BEEN PREVIOUSLY EMPLOYED PLEASE INCLUDE DETAILS OF YOUR CURRENT/MOST RECENT EMPLOYER

IF YOU HAVE NOT PREVIOUSLY BEEN IN EMPLOYMENT OR HAVE BEEN OUT OF THE LABOUR MARKET FOR SOME TIME, THEN PLEASE NAME SOMEONE ELSE WHO WOULD BE ABLE TO GIVE A REFERENCE.

(Suitable people to name as referees could be a teacher or lecturer, someone who has known you in a voluntary or other organisation, or another responsible person who knows you well.)

|  |  |
| --- | --- |
| **REFERENCE 1** | **REFERENCE 2** |
| NAME: | NAME: |
| POSITION: | POSITION: |
| ORGANISATION: | ORGANISATION: |
| ADDRESS:POSTCODE: | ADDRESS:POSTCODE: |
| PHONE NO: | PHONE NO: |
| Email  | Email |
| RELATIONSHIP: | RELATIONSHIP: |
| CAN WE CONTACT THIS PERSON NOW? YES/NO | CAN WE CONTACT THIS PERSON NOW? YES/NO |

*If I am offered the position I am applying for I give permission for Fife Gingerbread to contact the above name referees to request the information on the subsequent pages of this document.*

|  |  |
| --- | --- |
| SIGNED:  | DATE:  |

**REFERENCE REQUEST INFORMATION**

If you are successful in interview this is the questions we will ask the people you have identified as your referees. This is for your information and consent ONLY. You will be giving us consent to collect this information when you sign and return your application form.

|  |  |
| --- | --- |
| **Relationship to Candidate:** |  |
| **Employed from:** |  |
| **Employed to:** |  |
| **Position held:** |  |
| **Reason for leaving:** |  |
| **To the best of your knowledge please comment on the following traits of the candidate:** |
| **Honesty:** |  |
| **Reliability:** |  |
| **Trustworthiness:** |  |
| **Punctuality:** |  |
| **Hardworking:** |  |
| **Please comment on the individuals…:** |
| **Motivation:** |  |
| **Communication Skills:** |  |
| **Confidentiality:** |  |
| **Organisation and Planning Skills:** |  |
| **Absences in the last year:** |  |
| **Reasons for absence:** |  |
| **Parent leave taken:** |  |
| **Additional Comments/Observations:** |  |
| **Signature of Referee:** |  |
| **Position Held:** |  |
| **Date:** |  |