

REFERENCE CHECK FORM

EMPLOYMENT REFERENCE CHECK FOR:

Name of Applicant	
Position Applied	
Date	

Details of Referee:

Name of Referee	
Position	
Professional Relationship to Applicant	

<p>Employment Please include date of commencement/cessation, promotion (if any), change of portfolio during period of employment, etc.</p>	<p>Comments:</p>
<p>Personality and Capability Please rate his/her performance, work attitude, knowledge, potential to take on expanded role, etc.</p>	<p>Comments:</p>
<p>Character Please rate candidate's integrity, interpersonal skills, adaptability, are they a team player, etc.</p>	<p>Comments:</p>
<p>Attendance - How many days of absence have this candidate's had in the last 2 year?</p>	<p>Comments:</p>
<p>What are the candidate's greatest strengths?</p>	<p>Comments:</p>
<p>In what areas would you like to see the candidate develop or improve?</p>	<p>Comments:</p>
<p>Reason for leaving</p>	<p>Comments:</p>
<p>Relationship with Senior Management</p>	<p>Comments:</p>

<p>Do you have any concerns in regards to the applicant's suitability to work with children? If yes, please provide details.</p>	<p>Comments:</p>
<p>Has this applicant been subject to any disciplinary proceedings? If yes, please provide details.</p>	<p>Comments:</p>
<p>Has this applicant carried out any act of impropriety during his/her course of employment? If yes, please provide details.</p>	<p>Comments:</p>
<p>Would you re-hire this person if given the opportunity? (if applicable)</p>	<p>Comments:</p>
<p>Please add any other comments that you feel that would be relevant to us.</p>	<p>Comments:</p>

Name:	Office Tel:
Signature:	Mobile:
Date:	Email:
<p>Verification by HR (Tanglin Trust School Ltd):</p> <p>_____</p> <p style="text-align: center;">Name/Signature</p>	<p>Date:</p> <p>_____</p>