

Apprentice Reference Form

Candidate Name:	
Candidate Date of Birth:	

Please answer all questions honestly and accurately:

If you are not a former employer, skip to next section.

Specific dates of employment:	From: (DD/MM/YYYY) To: (DD/MM/YYYY)
Job title:	
Nature of work, Specific duties, responsibilities:	
Reason for leaving employment?	
Would you re-employ this candidate? Yes or No If no, please state reasons why:	

If you are a former employer, skip to next section.

How long have you known the candidate?	From: (DD/MM/YYYY) To: (DD/MM/YYYY)
What is the nature of your relationship?	
Nature of work, Specific duties, responsibilities:	

Please check which box accurately applies to the candidate:

	Excellent	Average	Below Average	Poor
General Conduct				
Work Performance				
Attitude to Work				
Initiative				
Time Management				
Relationship with Colleagues or Cohorts				
Relationship with Customers				

If you indicated applicant is “Below Average” or “Poor” for any category please state your reason below:

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Do you have any other information you feel would be relevant to an employer?	
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Signature:	Printed Name:
Date:	
Company/Organization Name:	
Position Held:	
Telephone Number:	