



ETC International College

Request for Employment Reference

August 2024

Name of employee:	
Position within your organization:	
Dates of employment:	
From:	To:
How would you rate this person for (please circle):	
Timekeeping / Attendance	Excellent Good Satisfactory Poor
Honesty	Excellent Good Satisfactory Poor
Integrity	Excellent Good Satisfactory Poor
Attitude towards work	Excellent Good Satisfactory Poor
Ability to work with others	Excellent Good Satisfactory Poor
Attention to detail	Excellent Good Satisfactory Poor
Responsiveness to advice	Excellent Good Satisfactory Poor
Communication skills	Excellent Good Satisfactory Poor
Overall	Excellent Good Satisfactory Poor
Would you re-employ this candidate? Yes/No If 'No' please give details: Has this candidate been subject to any disciplinary procedures within the last 12 months? Yes/No If 'Yes', please give details:	
Are there any safeguarding issues or is there any reason that this candidate should not be employed in situations where they have responsibility for, or substantial access to, persons under 18 or vulnerable adults? Yes/No If 'Yes', please explain why :	
Your name:	Your position / relationship to the applicant:
Your signature:	Organization:
Your telephone number:	Date:
Company Stamp	Office Use Only: Date of follow-up phone call:..... Name/position of person called:..... Satisfactory outcome ☐ Unsatisfactory outcome ☐ If Unsatisfactory outcome, why? Signed: