Template

# Sample Reference Pro Forma (Character)

|  |  |
| --- | --- |
| Candidate Name: | Lucy Jarvis |
| Referee Name: | Raj Patel |
| Relationship to Applicant: | University Personal Tutor |

The above named candidate has been offered a position with this company and has given his/her consent to approach you for a reference. **Please note that they cannot commence employment until this reference is received** and I would therefore very much appreciate it if you would provide the following information as soon as possible

|  |  |
| --- | --- |
| How long have known the candidate? | **From: Sept 2013 To: June 2017** |
| In what capacity have you known the candidate? | **As personal tutor on The Events Management course at University of Cardiff** |
| Please comment on their integrity, judgement & honesty:**I found Lucy reliable, trustworthy, confident, and honest throughout her studies** |
| Do you have any concerns regarding this candidate working with children/vulnerable adults? **No x**[ ]  **Yes** [ ]  if Yes please comment below: |
| Please comment on interpersonal skills & ability to interact appropriately at all levels:**Lucy’s attendance was good and she was a good communicator and a popular member of the cohort. She worked well both in a team and individually, as wrote a particularly good dissertation on the ‘Extrinsic and intrinsic motivations for Volunteering at Sporting Mega event’s as part of the Undergraduate BA. Hons. Event Management degree programme she was studying on, submitted in May 2017.** |
| Please comment on ability to follow instructions and learn quickly:**During her undergraduate studies on the Event Management course, Lucy proved to be a hardworking and popular student and contributed well to all aspects of the course. Despite initial challenges, both her written and verbal skills improved greatly as the course progressed. Throughout the course she appeared motivated and worked very hard to make a substantial effort to improve both her academic writing and practical skills and was able to apply herself to new tasks quickly, efficiently and in an organised manner**. |
| Are there any concerns with the candidate’s ability to perform this role?**No x**[ ]  **Yes** [ ]  if Yes please comment below:  |
| Further comments you wish to add:     **Lucy demonstrated a good aptitude for the organisational aspects of the course and applied herself to all modules, securing herself high grades and an overall award of a 2:1 BA honours degree on graduating from the University. I would have no hesitation in recommended her fir this role and feel she will prove a hardworking valuable member of your organisation.** |
| **Signed:** |  | **Date:** | 30th August 2020 |
| **Print name:** | **Dr Raj Patel** | **Contact Number:** | 0203 5444 778 |

**Any information provided will be treated in the strictest confidence by us in accordance with the Data Protection Legislation.**

Thank you for your time, assistance and prompt reply in completing and returning this reference; the recruiting manager may be in touch to clarify any points.

Please return this form via email or by post to the address advised. If you require any further information please do not hesitate to contact the Recruitment Service on 01555 8222.