**Reference Request Form**

Dear Name

Name has recently applied for the post of Job Title at The University of Manchester within the Faculty of Area and has provided your name as a referee.

Your comments on their suitability for the post would be greatly appreciated and where appropriate, please can you include the following information:

|  |  |
| --- | --- |
| **Question** | **Response** |
| **1** | Dates of employment (start and leaving) |  |
| **2** | Description of role, responsibilities, tasks and duties whilst in post |  |
| **3** | Reason for leaving |  |
| **4** | Number of days absence within the past 12 months of employment \**Please note that (name) has/has not given his/her express permission for us to request the reasons for any absence days* |  |
| **5** | Any formal warnings concerning performance or conduct, unexpired at the time of leaving |  |
| **6** | Candidate's current salary in their most recent post |  |
| **7** | Any further fact-based information which may indicate (name's) suitability for this post |  |

I have attached a copy of the Job Description and Person Specification for the post to guide you in making your report.

Please note that any information provided will be treated confidentially, however if necessary, this may be shared with the candidate.

Thank you for taking the time to provide this information.