

**Reference Request Form**

Applicant’s Name:

Applicant’s Date of Birth:

Referee’s Name:

Contact Number:

Capacity in which you know the applicant e.g. employee, work colleague, ex teacher:

How would you rate the applicant in regard to:

**Motivation and attitude to work**  Very Good Good Poor

**Punctuality**  Very Good Good Poor

**Attendance**  Very Good Good Poor

Would you recommend this person for a Further Education course?

Yes No

Further comments:

Name/ Title:

Signature: