



“Home from Home”

Brindavan Care Home Ltd

Date:-----

Dear Sir/Madam,

REFERENCE: REQUEST FOR: -----

Your name has been given to me as referee by the above, who has applied for the position of -----
----- at the Brindavan Care Home Ltd.

It would be most helpful if you could kindly indicate your views on the candidate’s ability to carry out the work involved in this prospective post. Please find a job description enclosed explaining the main duties and responsibilities of the post. A pro forms response is provided for your convenience.

(This post is exempt from the rehabilitation of Offenders Act 1974.(Exceptions) Order 1975 so you are at liberty to disclose information regarding convictions that would otherwise be regarded as ‘spent’)

Your earliest reply would be appreciated, and I have enclosed a stamped addressed envelope for your convenience.

Yours Sincerely,

**On behalf of the Board of Directors
Jay Seeburrn
Executive Director**



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CONFIDENTIAL

RESPONSE TO A REFERENCE REQUEST

Reference in respect of:-----

I confirm that the above-named person was employed by this company from -----

- to ----- and on leaving, was employed as -----

-----.

From the details of the appointment in your organisation that you have provided, I give the following comments as to his/her suitability. (Please can you comment on aspects such as character, time keeping, conduct at work, sensitivity and respect with patients as well as management, ability to understand and implement instructions given through the chain of command etc).

Please see below, any other information, which is relevant to this person.



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RESPONSE TO A REFERENCE REQUEST CONTD

Please give your opinion on the following:

	Excellent	Good	Fair	Poor
Professional Ability				
Quality of work				
Relationship with Residents/relatives				
Relationship with staff				
Reliability				
Ability to work Unsupervised				
Ability to supervise				
Attendance/Punctuality				
Honesty				
Sobriety				
Other				

Would you re-employ? Yes/No

Signature: -----

Job Title: -----



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Organisation: -----

Date: -----