

Name of applicant:	
Post title:	Please return to:

Employment History

Please provide the following information for the above named applicant:		
Dates of employment:	From:	To:
Title of job:		

Suitability of the applicant for the post

<p>Please give a brief outline of their duties and responsibilities</p>
<p>Please give us an idea of the quality and quantity of their work by giving examples of good performance and achievement as well as any areas of weakness.</p>
<p>From your knowledge of the applicant, can you tell us your assessment of how well they meet the essential criteria of the person specification.</p>

From your experience can you tell us the suitability of the applicant for the post as set out in the job description.

This role involves working with vulnerable adults. Do you know of any reason why this applicant may not be suitable to work in this role, e.g. they have been barred/disqualified from working adults at risk, or there have been allegations or concerns raised about the applicant relating to safety and welfare of vulnerable adults.

If YES, please provide details

On the basis of your experience of the applicant can you let us know how you would assess them on the following personal characteristics:

(Please tick the box that most applies for each characteristics)

Characteristics	Excellent	Good	Satisfactory	Less than satisfactory
Attitude to work				
Application to the job				
Relationship with others				
Commitment to Equal Opportunities				
Confidentiality				
Adaptability				
Flexibility				
Reliability				
Punctuality				

Did the applicant have any disciplinary, performance or attendance warnings during his/her last 12 months' employment with you, or have any current live warnings on their file?

If YES, please provide details

From your knowledge of the applicant, would you re employ them? YES/NO

If NO, please provide reason

What was the reason for the applicant leaving your organisation?

Attendance

Can you tell us the level of sickness absence taken by them over the last 12 months? If they have been employed with you less than that time, please give the number of months that the sickness absence applies to. Please answer either A or B below.

(A) The applicant has had () days sick leave over the last 12 months

(B) The applicant has had () different periods of absence over the last 12 months

In terms of the nature of the absence (if any) can you tell us which one description best relates their sickness absence being primarily due to:

() Mostly one type of sickness (eg. An operation) **OR** () mostly different illnesses

Signature

Name:	Signature:
Date:	Position:
Please state nature of your relationship to the applicant:	

In accordance with the Data Protection Act 1998, in the event of a subject access request for access to/for copies of personnel data held by us, we will provide them with copies of references provided.