**Date: [dd/mm/yy]**

**Reference request for** [a*pplicant name*]

The named person above is being considered for the role of [role title] with us, and has provided your details as a referee. Attached is a job description for this role, including the requirements and criteria. Please could you provide a reference with regard to the following information:

* your relationship to the candidate as a referee and how long you’ve known them in this capacity
* the start and end date (if applicable) of the candidate’s employment with you, and their current job title
* the ability of the candidate, to your best knowledge, to meet the requirements of the role applied for
* the candidate’s reason for leaving your employment, if known
* the current salary of the candidate, or their salary on leaving if this is due to change
* whether the candidate has been involved in any disciplinary proceedings, or other employment proceedings, that are still considered live either now or when their employment ended with you
* whether you would consider hiring this person again should a suitable vacancy become available.

If you don’t wish for the candidate to be shown a copy of the reference, please mark it accordingly as confidential. Any information marked in this way will be treated in the strictest confidence. However please be aware that under the terms of the Data Protection Act, the candidate may have the right to request full access to the reference.

Thank you for your assistance in providing this reference. Please could you reply promptly with a reference, or any questions or concerns you may have about your ability to provide a reference.

Yours sincerely