Referee report template

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| **Name** |  | **Phone** |  |
| **Organisation** |  | **Email** |  |
| **Relationship to applicant** |  | | |

Dear referee name

Applicant name has applied for the position of title at the agency and has named you as a referee.

Please provide your responses to the prompts below. A reasonable amount of detail in your responses helps inform the selection process. A copy of the position description is attached. Note that, if requested, applicant name will be provided with a copy of this report.

If you have any questions, please telephone me on phone number or email email address.

Kind regards

Name

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| **Specify the length of time you have known the applicant and in what capacity:** |
| **Detail the experience of the applicant to undertake this role:** |
| **Detail the applicant’s strengths:** |
| **Identify any areas where the applicant needs to develop or improve:** |
| **Identify any concerns about the applicant’s integrity:** |
| **Indicate whether you would re-employ the applicant:** |
| **Add any further comments about the applicant:** |

I declare these comments are a true reflection of my knowledge of the applicant.

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| **Signature** |  | **Date** |  |