

References – Request for Factual Data

In order to help us make an informed decision on whether to employ (insert applicant's name), we would appreciate your co-operation in providing answers to the following questions. He/she has signed this form at the bottom of the page, giving us his/her written permission to obtain this information.

1. How many days sick leave did (insert applicant's name) take in the last year?.....

2. During his/her employment, did you have cause to bring disciplinary proceedings against him/her?

Yes/No

3. If so, what were the circumstances and the outcome?

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4. During his/her employment, did (insert applicant's name) bring grievance proceedings against you?

Yes/No

5. If so, what were the circumstances and the outcome?

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Declaration

I agree to (insert company name) obtaining the above information.

Signed:Dated: