(For Management & Corporate positions use HRF-56)

Name of prospective employee………………………………………………………

Position applied for…………………………………………………………………………

Referee’s Name …………………………………………………Phone Number………………………………………………..

1. How do you know the applicant?

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1. What are the applicant’s strong points? Would you describe them as a hard worker?

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1. Is the applicant punctual? Do they get things done in a timely manner?

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1. Does the applicant get along well with others, including colleagues?

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1. If you were hiring for an organisation, would you hire this candidate?

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1. Is there anything else we should take into consideration before we hire this person?

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Name of person doing the check…………………………………………………..

Signature……………………………………………………………………………………… Date……………..