Dear Sir/Madam

**Re:**

The above person has applied to Mark Warner for a childcare position for the forth coming season. An offer of employment is subject to the receipt of satisfactory references. We would therefore be most grateful for your prompt help. **Please note we do require either a company stamp on this reference or a compliments slip attached.**

Employment dates: From To

Position in which employed:

Reason for Leaving:

How would you rate the applicant? Please tick where appropriate:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Very Good | Good | Average | Poor |
| Work Performance | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Honesty/Integrity | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Punctuality | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Attitude | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Attendance | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Energy and enthusiasm | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Interaction with children | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

Have you ever had any cause for concern with regards to this candidate’s childcare abilities?

What were the main duties carried out by the candidate?

What age range of children did the candidate work with?

Did the candidate do any other duties besides Childcare duties?

Reason for leaving:

Would you re-employ this person? **Yes [ ]  No [ ]  \*** If not, why?

Consent to disclose?  **Yes** **[ ]  No[ ]**

Please give any further information you feel may be relevant:

Name

Position

Company

Signature

Date

Many thanks for your help and we look forward to hearing from you. If you do have any queries, please do not hesitate to contact us on 0207 761 7023

Yours sincerely, Resorts Recruitment Department