**URGENT REQUEST** - **Confidential Reference**

Your details have been passed to us as a Referee for the candidate below as they have applied for work in a role that involves working with people of various ages, including children.

The applicant’s employment depends on us receiving this reference back. We would be grateful if you could complete and return the form below at your earliest convenience. Please email it to [workabroad@kingsrecruit.com](mailto:workabroad@kingsrecruit.com) or contact us on 0114 263 2155 (opt. 1).

**About Kings Recruit**

We are a UK registered charity who recruit and train exceptional staff to work on children’s activity programmes with leading cruise ships. Candidates must be enthusiastic, energetic and reliable with a high regard for health and safety and a desire to provide memorable holiday experiences for children & families.

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s Name** |  | | |
| **Candidate’s Position** |  | | |
| **Start Date (dd/mm/yyyy)** |  | **Finish Date (dd/mm/yyyy)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee’s Name** |  | **Referee’s Title** |  |
| **Company Name** |  | **Telephone Number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please rate candidate’s performance** **from 1 to 4** (**1**- poor, **2** – fair, **3** – good, **4-** excellent) | | | |
| Reliability | Organized | Time Management | Attendance |
|  |  |  |  |
| **Reason for leaving:** |
|  | | | |
| **Employment Details** | | | |
| **How do you describe the applicant’s overall work performance?** | |  | |
| **What would you say are the applicant’s strengths?** | |  | |
| **What would you say are the areas the applicant’s need to improve?** | |  | |
| **Can you comment on the applicant’s performance in the following areas:** | | | |
| **Reliability** | |  | |
| **Punctuality** | |  | |
| **Attendance** | |  | |
| **Professionalism** | |  | |
| **Additional Comments** | |  | |

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