



## 6.2.5. Reference Request Form

We are considering the person named below for a position with Leisure Support Services at The Kia Oval. As part of our commitment to quality and also ensuring security at high profile events, we ask that you provide some information about the candidate to assist us in our decision making process.

Candidate Name \_\_\_\_\_

Position applied for \_\_\_\_\_

In what capacity do you know this person?

\_\_\_\_\_

Please describe the position which the applicant was employed in.

\_\_\_\_\_

**Please comment on the following:**

Attendance and Health Record \_\_\_\_\_

\_\_\_\_\_

Honesty and Integrity \_\_\_\_\_

\_\_\_\_\_

Timekeeping \_\_\_\_\_

\_\_\_\_\_

Quality of Work \_\_\_\_\_

\_\_\_\_\_

Relationships with Colleagues \_\_\_\_\_

\_\_\_\_\_

Do you have any further comments which you would like to make?

\_\_\_\_\_

\_\_\_\_\_

Referee's Name \_\_\_\_\_ Phone \_\_\_\_\_

Organisation \_\_\_\_\_ Position \_\_\_\_\_

References from a personal friend or family will not be accepted; they must be an employer, education institution, charity or community group. All references without a company stamp/letterhead will be contacted for verification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

We have asked that all candidates collect two references before they are considered to work at some events, and that they bring these along to the interview. Thank you for your co-operation.

Company Stamp

(Alternatively please attach a compliments slip, business card, or headed paper)