Text

Description automatically generated

|  |  |
| --- | --- |
| **IN STRICTEST CONFIDENCE**  **HERIOT-WATT UNIVERSITY PRE-EMPLOYMENT REFERENCE CHECK**  **(for previous employer)** | |
| **Name of Candidate:** |  |
| **Name of Referee:** |  |
| **Post Held by Referee:** |  |
| **Organisation:** |  |

|  |  |
| --- | --- |
| **I agree that the candidate may see this reference on request.** | **YES / NO** |

|  |  |
| --- | --- |
| **In what capacity do you know the candidate e.g. Line Manager, colleague, aligned HR person, etc.?** | **How long have you known the candidate?** |
|  |  |
| **What are the candidate’s dates of employment with your organisation?** | |
| **Start Date:** | **End Date:** |
| **What is/was the candidate’s most recent job title?** | |
|  | |
| **Can you comment, in your opinion, on the candidate’s suitability for the post within our organisation:** | |
|  | |

|  |  |  |
| --- | --- | --- |
| **Additional Factual Questions**  **Please provide details in the space at the end of this set of questions** | **Yes** | **No** |
| We are a Values led organisation and positive behaviours are important to us.  Do you believe this individual will work well in such an environment and contribute to a positive work culture? If not please provide details (see below) |  |  |
| Have there been any performance or behavioural concerns about the candidate which are/were still considered “live” or “ongoing” at present/at the time the employment ended? |  |  |
| Have there been any disciplinary matters against or the candidate which are/were still considered ‘live’ *(including any in process at present/at the time the employment ended)?* |  |  |
| Was the candidate dismissed? |  |  |
| If the candidate was dismissed, please briefly state the reason, *e.g. Redundancy, End of Fixed Term Contract, Capability, Conduct, Statutory Illegality or Breach of a Statutory Restriction* |  | |
| UK only: Is there an *“agreed reference”* for the candidate; if so, please can you supply. |  |  |
| Do you have any further relevant information which would assist in making an appointment? |  |  |

**Please provide any additional information or detail below anything that is relevant to the candidate’s application for this role**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Subject to a suitable vacancy arising, would you re-employ the candidate? (Yes / No)** |  |

|  |  |
| --- | --- |
| **Signed:** | **Date:** |
| **On behalf of:** **Please insert organisation** | **Org:** |
| **Contact email address/ telephone number:** | **Tel:** |



