

# Previous Employer Reference Questionnaire

## Applicant Information

Name of Applicant:

Position Applied For:

## Employment Details

Company Name:

Name of Referee:

Referee's Position/Title:

Employment Period:

e.g. Jan 2020 - Mar 2023

Relationship to Applicant:

## Performance Evaluation

Job Title Held:

Main Duties and Responsibilities:

Key Strengths:

Areas for Improvement:

Attendance & Punctuality:

Reason for Leaving:

**Additional Comments**

**Referee Declaration**

Signature:

Date: