

#### Employment Reference

***Please Email Back to hr@defencesecuritysolutions.com***

URGENT REPLY REQUIRED

Employee Name: fullName

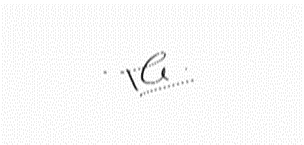
Address: permAdd

Subject: EMPLOYMENT REFERENCE

The above employee has applied for a position of employment and I would greatly appreciate it if you could provide a written employment reference by completing the following questionnaire confirming employment dates with your company.

As this is an urgent matter. Please post on our address or Email us back to ***hr@defencesecuritysolutions.com***

I would like to take this opportunity to thank you for your help and co-operation in this matter. Kind regards,



HR Representative

**Defence Security Solutions Company Limited**

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Description automatically generated

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| Name: fullName | DOB: dob | N I : niNumber |

**Previous Employment History:**

|  |  |
| --- | --- |
| Company Name:jobName | Position Held: jobPosition |
| Dates employed (as provided by employee) | |
| From:jobFrom | To:jobTo |

If the dates are not correct, please provide the actual dates of employment below:

|  |  |
| --- | --- |
| From: | To: |

Why did he/she leave your employment?

Please assess the applicant in the following areas by ticking the appropriate box:

|  |  |
| --- | --- |
| **Areas** | **Remarks**  **(Poor, Fair ,Good, Excellent)** |
| Honesty/Trustworthy | Good |
| Attendance | Excellent |
| Timekeeping | Good |
| Attitude | Good |
| Flexibility | Good |
| Personality | Excellent |
| Personal Presentation | Good |

Were any disciplinary actions held on file for this person at their date of leaving? No If so, please detail:

Would you re-employ this person? **YES** If not, please give details

The number of days absent from work due to sickness within the last 12 months: 04 DAYS

**Name: jobManager Company Stamp: Occupation: MANAGER jobName**

**Signature: jobManager Date: emailDate**

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