

## Reference Request Form

*ZAN Traders Ltd.*

DETAILS OF APPLICANT:	
Surname:	
Forename:	
Position:	
Home Address:	
EMPLOYMENT HISTORY:	
Start Date:	Leaving Date:
Job Title:	In what capacity do you know the applicant?
Reason for leaving:	Gross annual salary on leaving:
Brief description of duties:	
Referring to the job description, please describe the applicant's ability to undertake their role:	
Describe applicant's time management skills:	
Describe the applicant's reliability:	
Please inform us of any disciplinary actions that might have been taken against the applicant:	
Would you re-employ the applicant? If NO, please indicate why:	YES/NO

To your knowledge, has the applicant ever been convicted of a criminal offence (subject to Rehabilitation of Offenders Act 1974 Provisions)? If yes please give details:

Do you have any other information regarding this application, which you believe, should be known to us as prospective employers?

How does the applicant rate in the following areas?

	Poor	Average	Good	Excellent
Ability	[ ]	[ ]	[ ]	[ ]
Character	[ ]	[ ]	[ ]	[ ]
Conduct	[ ]	[ ]	[ ]	[ ]
Loyalty	[ ]	[ ]	[ ]	[ ]
Co-operation	[ ]	[ ]	[ ]	[ ]
Trustworthy	[ ]	[ ]	[ ]	[ ]

**DETAILS OF REFEREE:**

<b>Position:</b>	
<b>Date:</b>	
<b>Signed:</b>	
<b>Printed Name:</b>	

**Company details including email address and phone number:**

**Company Stamp:**

358 Brandon Street Motherwell  
North Lanarkshire ML1 1XA  
T: 01698 701199  
E: info@ztl.care W: www.ztl.care



<b>FOR OFFICE USE ONLY</b> Reference checked and verified by:	
<b>Signed:</b>	
<b>Printed name:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Comments:</b>	