

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



Character Reference - SPR26

ZAN TRADERS LTD

358 Brandon
Street
Motherwell
ML1 1XA

Tel: 01698 701199

Candidate - Personal

Date:

Dear ,

Re: Reference Request for

The above has applied for the post of at ZTL Care and has named you as a character referee.

I should be grateful if you would express your opinion of the suitability of the candidate for the specified post, in addition to the following specific enquiries.

We would appreciate it if you did not discuss the health of the person.

Please find enclosed a copy of the Job Description and Person Specification to guide your consideration for the suitability of the candidate.

Your reply will be kept fully confidential.

Please could you return the completed reference to me by one of the following secure routes:

- Within the stamped, addressed envelope

Or, you can also return the form by email to recruitment@ztl.care

Yours sincerely,

For and on behalf of ZTL Care

How long have you known the candidate and in what capacity?

Please state here your views on the person's ability to work in this role and detail why. We have attached a Job Description and Person Specification to support you with the requirements of the role.

I confirm that the information provided is accurate and a true reflection of the candidate.

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Signature:	
Name:	Date:

Privacy

ZTL Care will only collect data for specified explicit and legitimate use in relation to the recruitment process. By signing this document, you consent to ZTL Care holding the information contained.

We are required to keep this information within the candidate's personnel file. We cannot estimate the exact time period it will be held for. When that period is over, we will delete your data.

We have privacy policies that you can request for further information. Please be assured your data will be securely stored by ZTL Care and only used for the purposes of successful recruitment of the candidate.

You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact the office on the above number to discuss.