

Dear:	DIPEN SUTRODHAR		
Company Name:	CHOITY DIGITAL STUDIO & ONLINE CENTER		
Address:	ABDUS SUBHAN COMPLEX (2 ND FLOOR) DAYAMIR BAZAR, OSMANINAGAR, SYLHET		
Tel:	+8801718316556, +8801313238617	Email:	choitystonlinecenter@gmail.com

Candidate Name:	SHIRIN BEGUM	has given permission to contact you
For the position of:	HEALTH CARE ASSISTANT	


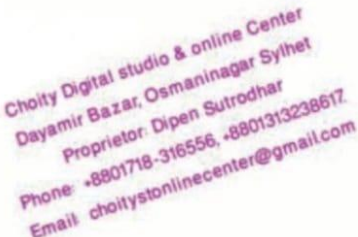
The named candidate has given permission to contact you to provide information related to their current and / or previous employment / educational background. I would be grateful if you could consider the attached job description for this role and provide your thoughts on their suitability for this post by completing this reference request.

Any information that you provide will be treated in the strictest confidence, in line with the UK General Data Protection Regulation.

Please could you return the completed reference to me by using the stamped, addressed envelope (enclosed) or electronically secure route to contact@stephenrichardsgroup.com

By fax to:		By email to:	choitystonlinecenter@gmail.com
Company Name:	CHOITY DIGITAL STUDIO & ONLINE CENTER	Employment start date:	05/01/2020
Name of Referee:	Dipen Sutrodhar	Employment end date:	24/05/2022
Position held and Duties	Customer Service Assistant		
Capacity in which candidate is known:	Good		
How long have you known the candidate?	2 Year's		
Reason for leaving:	He resigned from my company to go to UK		
Was the candidate subject to any formal form of performance management / safeguarding / disciplinary action within the last 12 months?	Yes <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If 'yes', please give further details: She is a very good Person			
Would you employ the candidate again?	Yes <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If 'no', please give further details: []			

Criteria: Assign X to the applicant's performance	Excellent	Good	Average	Unable to comment
Dignity and Respect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compassion, Empathy, Ability to empower others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation, Commitment and Attitude to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning and Development interest	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team working ability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lone working, Ability to work on own initiative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding and compliance with Quality and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall contribution as a member of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you find the applicant honest and trustworthy?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Did you find the candidate to be reliable in carrying out his / her duties?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Was the applicant's attendance / time keeping acceptable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do you think the candidate is a suitable person to undertake this post?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Please provide any additional comments here (continue on an additional sheet if necessary): I wish him a bright future		
Referee Signature:	 	Date: 26/10/2023

Privacy: Individuals have a right under UK GDPR to see copies of references received about them. Therefore, we cannot guarantee the complete confidentiality of any reference received.

We will only collect data for specified explicit and legitimate use in relation to the recruitment process. By signing this document, you consent to 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 that your data will be securely stored by the Registered Manager 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 us.

Office use only			
Reference verified by Name:		Date:	
Verbal Reference Taken By:		Date:	