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| **Employment reference** for | Nadia Mohamed | **Company** | Mi Homecare | **Branch** | Shepherds Bush |

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| 1. **Are the details about this person provided at the top of the letter overleaf correct?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | |  | | | | No | | |  | | |
|  | *If ‘no’, please provide correct details here:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Are you this person’s current or previous employer?** | | | | | | | | | | | | | | Current | | | |  | | Previous | | | | | | |  | | | | Neither | | | | | *go to 9 below* | | | | | | | | | |
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| 1. **What is your relationship to this person (e.g. “I am her/his manager”)?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Please state the person’s job title and briefly describe their role:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **When did they start working for you (month/year)?** | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |  | | | | | | | | | | |  | | | | |  | |
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| 1. **When did they finish working for you (month/year)?** | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |  | | | | | | | | | | | N/A | | | | |  | |
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| 1. **How would you describe their recent attendance record?** | | | | | | | | | | | | | | | | | | | | | | Good | | | |  | | | Average | | | | | | |  | | | | Poor | | | |  | |
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| 1. **Why did the person leave your employment (if they are still employed, please write ‘still employed’)?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Are you a current or former tutor or teacher of this person?** | | | | | | | | | | | | | | | | | | Yes | | | | | | |  | | | No | | | |  | | | *go to 12 below* | | | | | | | | | | |
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| 1. **When did they start studying with you (month/year)?** | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |  | | | | | | | | | | | |  | | |  |
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| 1. **When did/will they finish studying with you (month/year)?** | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |  | | | | | | | | | | | |  | | |  |
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| 1. **Do you know this person from outside employment or education?** | | | | | | | | | | | | | | | | | | | | | | | Yes | | | |  | | | | No | | |  | | | *go to 14 below* | | | | | | | | |
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| 1. **Please describe your relationship with this person, including how long you have known them:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **In your opinion, which of the following describes this person (tick each that is true)?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Honest and trustworthy | | | |  | | Respectful of confidentiality | | | | | | | | |  | | | Kind and compassionate | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | Communicates effectively | | | |  | | Reliable and punctual | | | | | | | | |  | | | Able to work well without close supervision | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | An effective team member | | | |  | | Suitable for the position applied for | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | *If you did* ***not*** *tick one or more of the above, please tell us why here:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **The position this person has applied for involves working with vulnerable people. Are you aware of any convictions, cautions, reprimands or final warnings that the person may have received that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 210 1198)?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | |  | | | No | | |  | |
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| 1. **To your knowledge, is this person currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | |  | | | No | | |  | |
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| 1. **If you answered ‘yes’ to either of the two previous questions, please provide details:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | |  | | |  | |
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| 1. **Please tell us anything else about this person that you think we should know:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | |  | | |  | |
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| 1. **Please sign and date your reference here:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Signed** | |  | | | | | | **Print name:** | | | |  | | | | | | | | | | | | | | | | | **Date** | | | | /     / | | | | | | | | | | | | |
| *If you have either, please stamp the form with your company/establishment stamp or enclose a letterhead or compliments slip before you return it to us* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **VERIFICATION – for office use only:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer/college etc.(if applicable) confirmed as genuine (check Google, Companies House or CQC/RQIA/CSSIW if appropriate) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Position and dates of employment confirmed | | | | | | | |  | | Confirmed that the named referee in fact completed the reference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **Signed as verified** | | |  | | | | | | **Print name:** | | | |  | | | | | | | | | | | | | | | | **Date** | | | | | /     / | | | | | | | | | | | |