

Name of Candidate:

Date of Birth Listed on Record (dd/mm/yy):

Position Held 1:  From:  To:

Position Held 2:  From:  To:

Position Held 3:  From:  To:

Employment Status: ☐ Full Staff ☐ Contract ☐ Temporal ☐ Others:

Reason for Leaving: ☐ Voluntary Resignation ☐ Forced Resignation ☐ Termination ☐ Dismissal

☐ Others:

Benefits During Employment (Loan, Car, Accommodation etc):

Others:  Last Level of Compensation/Salary:

**COMPETENCE & CHARACTER**

	Poor	Fair	Good	Excellent	Unknown
Knowledge/ Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Productivity/Work Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Honesty/Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team Spirit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Is the candidate indebted to your organization? ☐ Yes ☐ No

IF YES, Please provide details:

Would you Rehire Candidate? ☐ Yes ☐ No

IF NO, indicate why: ☐ Policy Decision ☐ Incompetence ☐ No Vacancy ☐ Others:

Would you recommend Candidate for Employment? ☐ Yes ☐ No ☐ No Comment

Assessment on overall job performance:

**DETAILS OF AUTHORISED REFEREE/OFFICER**

Name:  Position:  Organization:

Address:  Tel:  Email:

Signature:  Date: