**Template: Character Reference Form**

**Character Reference Form**

Reference Request for [**Insert Applicant Name]**

Post applied for **[Insert Job Role Title here**]

I would be grateful if you could answer the following questions with regards the person named above.

|  |  |
| --- | --- |
| What is your relationship with this person? |  |
| How long have you known them for? |  |

Would you describe the above-named person as being:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Honest and trustworthy |  |  |  |
| Conscientious |  |  |  |
| Dependable |  |  |  |
| Please provide any other information you feel is relevant. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration:**  I confirm that the information provided is accurate and consent to being contacted should further clarity on this reference be required. | | | |
| Name |  | Date |  |
| Signature |  | Tel No, |  |
| Email Address |  | | |

Thank you for completing this reference, please return this to:

**[Insert details of person to receive reference]**

**[Insert address and/or email address to be returned to]**