

## Section 1: Contact Details

Applicant's Name .....

Applicant's Address .....

Company Name .....

Company Address .....

Referee's Name .....

Referee's Address .....

Phone No. ....

Mobile No. ....

Email .....

In what capacity do you know the applicant? .....

How long have you known the applicant? .....

How well would you say you know the applicant? Very well  Quite well  A little

## Section 2: Applicant's Personal Qualities

Please comment on the following:

How do they relate to the opposite sex? .....

.....

Concern for others .....

.....

Attitude to the authority of others .....

.....

Work ethic and absenteeism due to illness .....

.....

Punctuality and reliability .....

.....

Attitude to those of other nationalities, cultures and religions .....

.....

Please complete the ratings on the following (1=poor 10=excellent), adding any extra comments in the space provided:

Characteristic	Rating 1-10	Comments
Common sense		
Tact		
Accountability		
Personal initiative		
Financial management		
Sympathy and consideration for others		
Ability to work happily with others		
Ability to make friends with others		
Attitude to people of other classes/groups		
Attitude to people of other races/religions		
Attitude to the opposite sex		
Attitude to the opinion of others		
Response to advice or criticism		
Attitude to the authority of others		

Characteristic	Rating 1-10	Comments
Personal motivation		
Self-discipline		
Perseverance		
Reliability		
Ability to handle pressure and stress		
Ability to make decisions		
Adaptability to change		
Ability to cope with loneliness		
Willingness to learn		
Resourcefulness		
Humour		
Capacity to study		
Leadership/training ability		
Communication skills		
Conflict management		

Describe the applicant's strengths.....

---

---

---

---

---

---

---

---

Describe the applicant's weaknesses.....

---

---

---

---

---

---

---

---

## Section 3: Recommendation

Do you personally consider the applicant should be:

1. Recommended for service with Avail without reservation? Tick if yes
2. Recommended for service with Avail with reservation? Tick if yes
3. Not recommended for service with Avail? Tick if yes

If there is anything else you think we should know, please write it below:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signed ..... Date .....

Thank you for your help.