

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



## APPLICANT REFERENCE CHECK FORM

### Instructions

- Where possible please provide specific behavioural examples of the applicant
- Please be honest and true to yourself when answering the relevant questions.
- Where not applicable please mark as “N/A”

<b>Name of applicant:</b>	
<b>National ID card number:</b>	
<b>Designation of the applicant:</b>	

<b>Referee:</b>	<i>(Name)</i>
	<i>(Job Title)</i>
	<i>(Organisation)</i>
	<i>(Contact no.)</i>
	<i>(Email address)</i>
<b>In what capacity do you know the applicant?</b>	
<b>Duration employed with your organisation:</b>	
<b>Total number of employees working in your organisation [during the applicants employment at your organisation]:</b>	
<b>Applicant's main job responsibilities:</b>	

<b>Mode of separation from your organization (if applicable)</b>	<input type="checkbox"/> resignation <input type="checkbox"/> termination <input type="checkbox"/> dismissal <input type="checkbox"/> post abolishment (lay-off) <input type="checkbox"/> end of assignment <input type="checkbox"/> Other (please specify) :
<b>Rate the applicant's level of performance on a scale of 1 being lowest to 5 being highest:</b>	<b>RATE:</b> _____
<b>What are the qualities or attributes of the applicant that you consider will help their career in the future:</b>    	

<b>Would you re-hire this candidate again if given the opportunity?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no Comments:
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<b>DECLARATION</b>	
I..... hereby certify the information I have provided in this form is true, complete, and correct, to the best of my knowledge and belief and that I give my consent to be contacted for further validation if required by the respected ministry/department/agency.	
Signature:.....	Date:.....
Name: .....	

**Note to the applicant:** Please submit the completed reference check form along with the civil service job application form.

END