**Information to assist an employment referee**

Fill in this form to help an employment referee to locate your records and understand more about your future plans. This may also be a volunteer manager it you were volunteering.

If you are sending this form to an HR or administrative email/office, you will need to fill in the name of your advisor/manager. If they cannot be contacted, then a reference based on your employee records may be used.

**Only send a CV or personal details if requested by a confirmed referee**

|  |  |  |
| --- | --- | --- |
|  | First name | Surname |
|  |  | |
| **For Employer References** | For example, your manager, team leader or HR department at your current, last, or a relevant place of employment | |
| **The Position / job role you were employed in** |  | |
| **Line manager name** | First Name | Surname |
| **Employment dates** | Start date MM/YY | End date MM/YY |
|  |  | |
| **About the job or course, you are applying for:**  If you are applying for multiple courses or job roles, please make this clear in the information below | | |
| **Further study:**  **Name of University and course title.** |  | |
| **Employment:**  **Employer and job role** |  | |
| **Tell us about the skills or knowledge gained through your employment or volunteering feel are relevant for this reference** |  | |
| **Your career plans**  The course or job you are applying for may form part of your career plan. Knowing about this will help your referee frame their comments in context. |  | |
| **I hereby give consent to a reference being provided for me** | **Signed** | |