

**UNIVERSITY OF CAMBRIDGE
REFERENCE REQUEST PROFORMA**

Reference supplied for:	
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Application for position of:	
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In what capacity is the above named known to you?	
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How long have you employed/known them?	From:
	To:

What was her/his reason for leaving (if applicable)?

Please give a brief outline of applicant's main duties and responsibilities in the role known to you

Please outline any notable achievements of the applicant whilst in the role known to you

Are there any features of this University position which, in your view, the applicant would find difficult or for which s/he would require training?

What is your assessment of the applicant's: (Please tick as appropriate)				
	Excellent	Good	Satisfactory	Poor
Quality of work				
Quantity of work				
Reliability				
Communication skills				
Relationships with others				
Ability to work without close supervision				
IT skills (if relevant)				
Please provide any additional comments regarding your answers above or any further information you have about the applicant's suitability for this position.				

Has the applicant been subject to any disciplinary action in the last twelve months?	YES / NO
If YES, please provide details	

Would you re-employ them? If NO, please give reason	YES / NO (Please delete as appropriate)

Signature		Print Name	
Position		Date	

Confidentiality and your reference
The University will treat your reference securely and in confidence. Confidential references normally are exempt from disclosure to the applicant under the terms of data protection legislation. Despite this, we often receive requests from applicants for copies of their references. By default we will not disclose your reference without checking with you first. Your own personal information (name, contact details, etc.) will be stored with your reference against the applicant's record and will be retained in line with our standard procedures for applicant data.