

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”

Name of applicant:	
National ID card number:	
Designation of the applicant:	

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

Mode of separation from your organization (if applicable)	<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) :
Rate the applicant's level of performance on a scale of 1 being lowest to 5 being highest:	RATE: _____
What are the qualities or attributes of the applicant that you consider will help their career in the future: 	

Would you re-hire this candidate again if given the opportunity?	<input type="checkbox"/> yes <input type="checkbox"/> no Comments:
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DECLARATION	
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