(name of employer)

< date >

< address >

Dear **< name of previous employer >**

Reference for **< applicant's name >**

The above named person has been selected, subject to satisfactory references, for the post of Personal (care) Assistant to be employed by myself.

I would appreciate it if you could provide a reference, as to trustworthiness and reliability, and how well, in your view or experience the applicant would meet the questions outlined in the attached sheet.

I would be obliged if you could give this your urgent attention, as I cannot appoint this post until all references have been received. I would also appreciate you being extremely candid in your evaluation of this person.

Many thanks for taking the time to complete the reference and a stamped addressed envelope has been provided for your use.

Yours sincerely

(employer name)

Applicants Name: _____   Date_____

Position: Personal Assistant

1.   How long have you known the applicant?_____

2.   In what capacity?_____

3.   What attributes does this person have that would make them a suitable
       Personal Assistant?

4.   How would you describe their personality?

5.   Please rate this person on the following (please tick one):

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Commitment					
Trustworthiness					
Reliability					

6.   In your opinion, is this person competent to respect my privacy?

7   Do you have any concerns about this person having substantial contact
       with children or vulnerable adults: YES_____   NO_____
       (I*f you have answered YES we will contact you in confidence*)
Referees name:_____ (please print)

Signature:_____   Date:_____
If you wish to comment further please use the back of this sheet.