



1 Exeter Drive
Ashton under Lyne
Lancashire OL6 9QB Tel: 07749598423 / 07747882671

Date:

Private and confidential

Dear

We have been given your name by _____ who has applied for a position as a Papillon Holiday Key worker. I would be grateful if you could complete the attached questionnaire and return it the envelope provided.

Thank you for your assistance

Jane Ann Lingard
Company secretary



Papillon
Holidays
Ltd

CONFIDENTIAL REFERENCE REQUEST

Candidates Name _____

Address

Position applied for _____

Name of Referee _____

Organisation _____

Are you: current employer _____

Previous employer _____

Other _____

If you employ or have employed this person what period was it from and to?

From _____ To _____

What position was held _____

Why did the employment end _____

Have you ever had course to discipline the candidate (if yes please give details)

How many periods of absenteeism due to sickness did the nominee occur during their employment _____

Please underline the answer that suits the candidate the best

The candidates

Conduct was poor fair good excellent

Work performance was poor fair good excellent

Time keeping was poor fair good excellent

Would you re- employ this person? _____

Are you aware of any reasons why we should not employ this person?
