

**Technical University of Mombasa****REFERENCE CHECK FORM****PART A: PERSONAL DETAILS**

<b>To be completed by the Referee/ HR Practitioner</b>			
Candidate's Name		Position applied for:	
Name of Referee		Basic outline of duties	
Former Employer		Date of Reference/ Check	
Referee's relation to candidate		Reference/ Check done by (Name & Signature)	

**PART B: REFERENCE**

<b>Area</b>	<b>Comments</b>
Duties performed	
Job performance (quality of work, meeting deadlines, working under pressure, etc)	
Personality of Candidate	
Interpersonal relations of candidate	
Strengths/ weaknesses of candidate	
Any misconduct/ disciplinary matters (YES/NO, and brief summary if yes)	
Reasons for leaving former employer	
Is employment recommended (If not give reasons)	

