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| **CANDIDATE INFORMATION** | |
| **Name of applicant** |  |
| **Post applied for** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **REFEREE’S DETAILS** | | | | | | | |
| **First, Last Name** | |  | | | | | |
| **Current job title / post** | |  | | | | | |
| **Current company / organization** | |  | | | | | |
| **Email** |  | | | **Phone** | |  |
| **Relationship with applicant** (select one) | |  | **Past supervisor** | |  | **Past colleague** |
|  | **Current supervisor** | |  | **Current colleague** |
|  | **Other** (please explain) | | | |

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| --- | --- | --- | --- | --- |
| **REFERENCE CHECK** | | | | |
| **Dates worked with applicant** (month, year) | **From** | / | **To** | / |
| **Briefly describe the applicant’s job** |  | | | |
| **Evaluation of applicant** | | | | |
|  | **Referee Comments** | | | |
| Positive attributes/ strengths in position held |  | | | |
| Areas for improvement/ weaknesses in position held |  | | | |
| **Relationships with others/ managers/peers/partners/**  **community members** |  | | | |
| **Would you reemploy this candidate? If so in what capacity?** |  | | | |
| **Please comment on the candidates ability to meet the Selection Criteria for the position of *(insert position), name of organization in (insert Country Office/HQ)* as follows:** | | | | |
| ***Insert selection criteria sought as outlined in ToR/Job Description*** |  |  |  |  |
| **xxxx** |  | | | |
| **Adaptability/Resilience *(outline expected living conditions)*** |  | | | |
| **Stress Tolerance *(outline work environment)*** |  | | | |
| **Any further comments?** |  | | | |
| **Reason for separation** | | | | |
| **Voluntary** 🞏  **Involuntary**  🞏  **Other (specify)** 🞏 | | | | |
| **SAFEGUARDING (**applies to the range of measures put in place to protect the people we come into contact with through programs, operations and presence in communities in which we work; protecting peoples health, wellbeing and human rights and enabling them to live free from harm, abuse and neglect) | | | | |
| **Do you have any information or knowledge of his/her involvement that would cause us any concerns in relation to Safeguarding, Protection from Sexual Exploitation and Abuse and Code of Conduct?** | **Yes** 🞏  **No** 🞏  If yes above, please give more information here: | | | |
| **Was the candidate found to have committed misconduct (sexual exploitation, sexual abuse, or sexual harassment, child abuse) during the period of employment defined above?** | No  Yes, and the nature of misconduct is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  I am unable to specify the nature of misconduct because of the following legal/regulatory requirements \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **If the answer above was yes, was a disciplinary measure imposed on the candidate:** | No, for the following reasons:  Yes, the disciplinary measure was \_\_\_\_\_\_ (and the date)\_\_\_\_\_  I cannot provide an answer for the following reasons: \_\_\_\_\_\_\_\_ | | | |
| **Is the candidate currently being investigated for an allegation of sexual exploitation, sexual abuse, or sexual harassment? (Please circle)** | Yes  No  I am unable to provide an answer  If yes above, please give more information here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Would you rehire the applicant?** | **Yes** 🞏 **No**  🞏 | | | |
| **If No, why?** |  | | |
| **Additional comments (please mention any other details that may be relevant to a hiring decision):** | | | | |
|  | | | | |

Signature: Date: / /