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

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| **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 answerIf 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: / /