candiDatating for ordained ministry  
REFERENCE FORM FROM EMPLOYER C.5

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| **Reference** |  |
| **Reference supplied for (name of candidate)** |  |
| **In what capacity is the above-named known to you?** |  |
| **How long have you known the candidate?** |  |
| **What is the nature of their employment (or volunteering) with you?** |  |
| **Start date of their employment (or volunteering) with you:** |  |
| **Leaving date of their employment (or volunteering) with you:** |  |

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| **What was their reason for leaving (if applicable)?** |
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| **Please outline any notable achievements accomplished during their time with you.** |
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| **What is your assessment of: (please tick as appropriate)** | | | | |
|  | **Excellent** | **Good** | **Satisfactory** | **Poor** |
| **Attendance** |  |  |  |  |
| **Punctuality and time-keeping** |  |  |  |  |
| **Reliability** |  |  |  |  |
| **Honesty/trustworthiness** |  |  |  |  |
| **Quality of work** |  |  |  |  |
| **Communication skills** |  |  |  |  |
| **Ability to work as a member of a team** |  |  |  |  |
| **Professional relationship with colleagues** |  |  |  |  |
| **Ability to work under supervision** |  |  |  |  |
| **Ability to work on own initiative** |  |  |  |  |
| **Meeting deadlines** |  |  |  |  |
| **Administrative skills** |  |  |  |  |

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| **Any additional information about the candidate’s conduct, performance or contribution that you wish to declare and comment upon.** |
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| **Safeguarding: do you know of any reasons why this candidate should not work with children/young people or adults who may be vulnerable?** |
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| **Name of referee (please print)** |  |
| **Signature** |  |
| *When signing please scan in your actual signature. We cannot accept a typed name in place of a signature.* | |
| **Position** |  |
| **Date** |  |

In line with the provisions of the GDPR 2018, we may make this reference available to the candidate if a subject access request is made.

Please return this attached to an email to [candidates@methodistchurch.org.uk](mailto:candidates@methodistchurch.org.uk) within two weeks of it being requested.