

Reference Form

Name of Applicant:														
Name of Referee:														
Post / Occupation / Relationship to Applicant:														
Address:														
Tel. No.														
Mobile:														
Email:														
<table border="1"> <tr> <td>Can this reference be discussed with the applicant (please tick)</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Can this reference be revealed to the applicant (please tick)</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>					Can this reference be discussed with the applicant (please tick)	Yes		No		Can this reference be revealed to the applicant (please tick)	Yes		No	
Can this reference be discussed with the applicant (please tick)	Yes		No											
Can this reference be revealed to the applicant (please tick)	Yes		No											
Notes for the guidance of referees Your reference about the applicant should, if possible, cover the following:														
How long have you known the applicant?														
What was/is the position of the Applicant in previous or current employment? What were/are the responsibilities of the Applicant in previous or current employment?														
How do you appraise the qualities of the Applicant's work performance and relevant experience?														
How would you describe the personal characteristics of the Applicant, including evidence of leadership, ability to work independently and within a team, career aspirations, etc														
How do you think of the suitability for the position that is being applied by the Applicant?														
From a professional perspective, what are the individual's strengths and weaknesses as a Humanitarian workers?														
Disclosure: I certify that the applicant never violates the Protection from Sexual Exploitation and Abuse Policy, Child Protection Policy, Diversity, Inclusion and Equality Policy, and Anti-bribery, Fraud and Corruption Policy. (Yes/No)														
I certify that the applicant never shows the signs or behaviour that lead into Protection from Sexual Exploitation and Abuse Policy, Child Protection Policy, Diversity, Inclusion and Equality Policy, and Anti-bribery, Fraud and Corruption Policy (Yes/No)														
Signed Date				*) if this reference cannot be revealed to the applicant, please send this reference directly to us at recruitment@redr.or.id										