**Reference Template 1 – All Roles (except Academic Appointments)**

Subject: Reference Request for **[Add Name of Candidate]**

Dear **[Add Name of Referee]**

The person named above has been made a conditional offer of employment for the position of **[Add Position]** at Queen Mary University of London. They have indicated that you would be prepared to provide a reference.

We would be grateful if you could provide the information below.

For ease of reference, we have enclosed a copy of the relevant job description for your review.

A prompt reply to this request would be much appreciated, and we thank you in advance for any detail that you can provide.

Kind regards

XXXXXXXXX  
Queen Mary University of London

**Reference Form** *(The areas marked with a \* are mandatory fields)*

\*Your name

\*Your (work) email address

\*Your relationship to the candidate

\*How long you have known the candidate

**Please complete section A if this an employment reference.**

**Section A:**

\*Your organisation

\*Your job title

\*Position held at your organisation by the candidate

\*Dates of the candidate’s employment [From MM/YY – To MM/YY]

\*Main duties undertaken by the candidate

\*Using the enclosed job description, please provide comments on the candidate’s suitability for the role with Queen Mary

\* Is the candidate currently the subject of any formal disciplinary process?

\*Would you re-employ the candidate? YES/NO

**Please complete Section B if this is personal reference**

**Section B:**

\*Using the enclosed job description, please provide comments on the candidate’s suitability for the role with Queen Mary

\*Please provide any further (relevant) comments on the candidate that will assist us in assessing the candidates suitability for the role.

**Reference Template 2 – Academic Appointments Only**

Subject: Academic Appointment Reference Request for **[Add Name of Candidate]**

Dear **[Add Name of Referee]**

The person named above has been made a conditional offer of employment for the position of **[Add Position]** at Queen Mary University of London and has indicated that you would be prepared to provide a reference.

We would be grateful if you could provide the information below.

For your information we have enclosed a copy of the job description for the position the candidate has been offered.

May we take this opportunity of thanking you in advance for any help you are able to give; your prompt reply would be much appreciated.

Kind regards

XXXXXXXXXXXXX  
Queen Mary University of London

**Reference Form** *(The areas marked with a \* are mandatory fields)*

\*Your name

\*Your (work) email address

\*Your organisation

\*Your job title

\*Your relationship to the candidate

\* Position held at your organisation by the candidate

\*Main duties undertaken by the candidate

\* Dates of employment or study of the candidate [From MM/YY – To MM/YY]

\* Is the candidate currently the subject of any form of formal disciplinary process?

\*Would you re-employ the candidate? YES/NO

**Where possible please provide comments in relation to the areas set out below:**

\*Using the enclosed job description, please provide comments on the candidate’s suitability for the new role with Queen Mary

\*How would you characterise the candidate’s field of expertise? How important is this field in the discipline today?

\*How would you gauge the candidate’s standing / contribution in the discipline in relation to others working in the same field?

\*The ability of the candidate to build strong relationships with stakeholders and partners, both internally and externally

\*The ability of the candidate to work collaboratively with colleagues to deliver organisational goals

\*Please provide your expert opinion on the candidate’s contribution to education or teaching, research / scholarship / professional practice as appropriate.

**Reference Template 3 – Internal QM Candidates Only**

Subject: Internal Employment Reference Request for **[Add Name of Candidate]**

Dear **[Add Name of Referee]**

The person named above has been made a conditional offer for the position of **[Add Position]** and has provided your details as their internal referee.

We would be grateful if you could provide the information below.

For ease of reference, we have enclosed a copy of the relevant job description for your review.

A prompt reply to this request would be much appreciated, and we thank you in advance for any detail that you can provide.

Kind regards

XXXXXX

Queen Mary University of London

**Reference Form** *(The areas marked with a \* are mandatory fields)*

\*Your name

\*Your (work) email address

\*Your job title

\*Are you the candidates current line manager YES/NO

\*Candidate’s current job title

\*Dates of the candidate’s employment [From MM/YY – To MM/YY]

\*Is the candidate the subject of any current / ongoing informal or formal disciplinary process

\*Please provide a brief description of the candidate’s main duties and responsibilities