

FORM 1.1A(4) – Character and Personal Reference Request

Dear _____ (insert name),

Your name has been given to us by _____ (insert applicant name),

who has applied for the position of _____ (insert name of position).

I would appreciate you completing, signing and dating the information below and returning it to me at the enclosed address.

Thank you in advance for your help.

Yours sincerely,

(insert signature and date)

1) Can you tell us how long you have known the applicant?

2) In what capacity do you know the applicant?

3) Can you highlight some of the applicant's positive skills and qualities?

To the best of my knowledge, this person would be suitable for the position for which they have applied.

Why? _____

Please include any additional comments below.

Signed _____ Date _____