



H-2

**Professional Reference Check**

<b>Name of the person for which reference is provided :</b>	<i>Sabeeta Begum</i>	<b>Organization of referee:</b>	
Name of Referee:	<i>CTC HR</i>	Date of Reference	<i>16/5/24</i>
Designation of Referee	<i>CTC HR</i>	Signature of Referee	<i>[Signature]</i>

Please complete the sections below and return the filled and signed reference form to the Human Resource Department of CHIP Training and Consulting via email or surface mail ([hr.associate@chipconsulting.org](mailto:hr.associate@chipconsulting.org)) or CTC House 1, Street 9, G.8.2, Islamabad, Pakistan.

Tick the mentioned rating for the recommended person:

Professional/personal qualities	Out- Standing	Above Satisfactory	Satisfactory	Not Satisfactory	Unknown
Quality of work			<input checked="" type="checkbox"/>		
Ability to work with others			<input checked="" type="checkbox"/>		
Flexibility/adaptability to change			<input checked="" type="checkbox"/>		
Punctuality			<input checked="" type="checkbox"/>		
Communication-oral/written			<input checked="" type="checkbox"/>		
Attitude			<input checked="" type="checkbox"/>		
Judgment			<input checked="" type="checkbox"/>		
Initiative/Leadership			<input checked="" type="checkbox"/>		
Achievements			<input checked="" type="checkbox"/>		
<b>Overall Performance</b>			<input checked="" type="checkbox"/>		

In addition, please provide the requested information below:

1. I have known the applicant As supervisor-----Other (Please specify)-----
2. What was the applicant's position in your organisation?
3. Was there any harassment or unprofessional misconduct conduct (Sexual exploitation, sexual abuse or sexual harassment) complaint lodged against the employees by the public or other employees during the period of employment? Yes-----No-----
4. If the answer to question 3 is positive, please explain the nature and outcome. Sexual Exploitation-----Sexual Harassment-----Sexual Abuse-----
5. Was the person engaged in any professional misconduct that may pose a risk to the safety of children and vulnerable groups/adults? Yes-----No-----
6. If the answer to question 5 is positive, please explain the nature and outcome. Sexual Exploitation-----Sexual Harassment-----Sexual Abuse-----
7. Has any disciplinary action or investigation been taken against the person Yes-----No-----
8. Would you re-hire him/her if a vacancy existed in your organisation? Yes-----No-----
9. Would you recommend the applicant for this position? Yes-----No-----