

Professional Reference Check

Name of the person for which reference is provided: **SUMAIRA**

Organization of referee: _____

Name of Referee: **CTC HR**

Designation of Referee: **CTC HR**

Date of Reference: **28 May 24**

Signature of Referee: _____

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) 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					
Ability to work with others					
Flexibility/adaptability to change					
Punctuality					
Communication-oral/written					
Attitude					
Judgment					
Initiative/Leadership					
Achievements					
Overall Performance					

In addition, please provide the requested information below:

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

CTC FRES H CANDIDATE