Professional Reference Check



Organization of referee: (1) Name of the person for which reference is provided: Date of Reference Name of Referee: Signature of Referee Designation of Referee Please complete the sections below and return the filled and signed reference form to the Hypnan 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: Worked as place helper Not Out-Above Unknown Professional/personal qualities Satisfactory Standing Satisfactory 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: 1. I have known the applicant As supervisor-----Other (Please specify)-----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? 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---7. 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?

