

Professional Reference Check

Name of the person for which reference is provided : Summer	Organization of Referee: Akmal Print House Pvt. Ltd.
Name of Referee: Syed Iqbal Hussain	Date of Reference Nov. 9 th 2023
Designation of Referee : Factory Manager	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:

1. I have known the applicant
As supervisor- since 1 st April 2020-----Other (Please specify)-----
2. What was the applicant's position in your organisation?
Assistant Manager HR and Admin
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-----

Professional Reference Check

Name of the person for
which reference is

provided : SUMMER

Organization of Referee: AKMAL PRINT HOUSE (Pvt) LTD

Name of Referee: KHURSHED AKHTER

Date of Reference 11.11.2023

Designation of Referee : LEAD FINANCE + ADMIN

Signature of Referee [Signature]

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			<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"/>		
Overall Performance		<input checked="" type="checkbox"/>			

In addition, please provide the requested information below:

1. I have known the applicant
As supervisor <input checked="" type="checkbox"/> Other (Please specify) _____
2. What was the applicant's position in your organisation?
<u>AM HR & ADMIN</u>
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?
<u>NO</u>
Yes _____ No <input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/>
8. Would you re-hire him/her if a vacancy existed in your organisation?
Yes <input checked="" type="checkbox"/> No _____ <u>AFTER ONE YEAR</u>
9. Would you recommend the applicant for this position?
Yes <input checked="" type="checkbox"/> No _____

[Signature]
HR Department