

Professional Reference Check

Name of the person for which reference is provided : _____ Organization of referee: _____
 Name of Referee: Ansan Muhammad Jan Date of Reference: 03-12-2024
 Designation of Referee: DBA 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 Supervisor Other (Please specify) _____

2. What was the applicant's position in your organisation?
Data management officer

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 _____