**Factual Employment Reference**

Did you know you can save time and email us a video reference? Just use your phone as normal and answer the questions contained in the reference form. The video needs to be clear and no longer than 1 minute.

**Once completed please email this form or the video to** **info@swarme.co.uk**

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| --- | --- | --- |
|  | **CONTRACTOR NAME:** |       |
| 1. | **Your name**  |       |
| 2. | **Your job role and location of work**  |       |
| 3. | **How do you know the Contractor?** |       |
| 4. | **Are you related to the Contractor?** | Yes [ ]  No [ ]  |
| 5. | **Your position in the organisation**:       |
| 6. | **Last post and duties held by Contractor**:       |
| 7. | **Dates:** from       to        |
| 8. | **Reason for leaving**:       |
| 9. | ***Optional* - Please comment on the contractor’s work performance, communication skills, timekeeping and reliability.**      |
| Signed:       | Date:       |
| Name:       |
| Company Stamp / Please attach a company complement slip | Thank you very much for completing this questionnaire |