**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**](mailto:info@swarme.co.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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 | | |