

Subject: Employment Reference Request - [Candidate Name] - [Trade/Job Title]

Dear [Recipient Name],

[Candidate Name] has provided your name as a professional reference regarding their application for a [Trade Name, e.g., Electrician] position through our agency.

We would appreciate your honest feedback regarding the candidate's performance during their time with [Company Name] from [Start Date] to [End Date]. Please complete the following details:

**Employment History:**

Job Title/Trade: [Input]

Main Responsibilities: [Input]

Reason for Leaving: [Input]

**Technical Skills Rating (1-5):**

Quality of Workmanship: [ ]

Knowledge of Safety Protocols/PPE: [ ]

Ability to Read Blueprints/Schematics: [ ]

Tool and Equipment Maintenance: [ ]

**Professional Conduct:**

Attendance and Punctuality: [ ]

Problem-Solving Ability: [ ]

Ability to Work Unsupervised: [ ]

**Final Summary:**

Would you re-hire this individual? [Yes/No]

Additional Comments: [Input]

The information provided will be kept confidential. Thank you for your time and assistance in this recruitment process.

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency Name]

[Phone Number]

[Email Address]