



Business & Computing Examinations (BCE)

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BCE Reference Request Form

Date:	
Reference Request for:	
Position Applied for:	
Referee's Name & Position Title:	
Company Name, Address, Email and Telephone number	
Candidate's previous role at the company:	
Date candidate was employed:	

Kindly answer the following questions:

Effectiveness:	<i>How effective was the above named in the performance of his/her roles?</i>
Strengths:	<i>What do you think the above named's strengths are?</i>
Competence:	<i>How would you describe the above named's technical skills and knowledge?</i>
Work under pressure:	<i>How well does the above named work under pressure?</i>

Areas of improvement:	<i>Based upon your experience with the above named, what areas do you think need further development?</i>
Interaction with management and staff:	<i>How well does the above named interact with different levels of management and other employees in the organisation?</i>
Reason for leaving:	<i>Why did the above named leave your organisation?</i>
Honesty and integrity:	<i>Are company values important to the above named?</i>
Re-employ:	<i>Would you rehire the above named? (support your answer)</i>
Other comments:	<i>Are there any other comments you would like to add?</i>

Referee's Signature:

Company stamp (if possible)