**BUSINESS & PROFESSIONAL**

**REFEREES FORM**

**Information for Professional/Business Referees**

The Goldsmiths’ Centre is an independent charity which is a hub for members of the jewellery, silversmithing and allied trades, the local community and the general public – a unique space in which to work, learn and relax.

**To The Applicant**

Please send the whole of this form with a self-addressed envelope to your business/professional referee. Two references are required.

**To the Referee**

The person requesting this reference is applying for a gold membership with The Goldsmiths’ Centre. The Gold Membership provides access to facilities and a network for those working within the industry, wishing to develop creative, design-led businesses or who simply wish to drive their business forward.

We would appreciate your help in assessing the suitability of the applicant for workspace. Information supplied by referees provides an important input into the Selection Process.

When you have completed this form please return it to the applicant in the enclosed pre-addressed envelope. Alternatively you may send it direct to:

Gold Members

The Goldsmiths’ Centre

42 Britton Street

London

EC1M 5AD

Email goldmembers@goldsmiths-centre.org

**Professional/Business Reference**

**Section 1 – Applicant’s Contact Details**

|  |  |
| --- | --- |
| Forename |       |
| Surname |       |
| Business Name |       |
| Business Address |       |
|  |       |
|  |       |
| City |       |
| Postcode |       |
| Date |       |

**Section 2 – Referee’s Contact Details**

|  |  |
| --- | --- |
| Name of Referee |       |
|  |       |
| Organisation |       |
|  |       |
| Position |       |

**Section 3 – Additional Information**

Describe the capacity in which you know the applicant

|  |  |  |
| --- | --- | --- |
|      How long have you known the applicant?

|  |  |
| --- | --- |
| Total number of years |       |

 |

How long have you known the applicant?

|  |  |
| --- | --- |
| Total number of years |       |

When did you last have regular contact with the applicant?

|  |  |
| --- | --- |
| Number of years |       |

If you worked with the applicant:

Is the applicant still with your organisation?

Yes [ ]

No [ ]

If not, when did he/she leave?

|  |  |
| --- | --- |
| Date |       |

If you dealt with the applicant in a business capacity:

Is the applicant prompt at settling bills?

Yes [ ]

No [ ]

Is the applicant trustworthy?

Yes [ ]

No [ ]

Please rank the applicant on the following scales where 1 is below average and 5 is above average and N is ‘not known’.

 1 2 3 4 5 N

Integrity [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Reliability [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Perseverance [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Stability [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Verbal communication [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Ability to work with others [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Overall assessment [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Please comment on the rankings which you have given and on any other factors which you believe should be drawn to the attention of the Selection Committee in assessing the suitability of this applicant for our workshop space.

|  |  |
| --- | --- |
| Signed |       |
| Dated |       |

Thank you for giving your time to complete this Professional/Business Reference.

Your help in dealing with this reference promptly will be greatly appreciated.
We will not normally invite the applicant to interview until we have received this reference form.