

Printed: 21/04/2026 12:26 (UTC+1)

## Reference Check Verification Report

Scroll down to see each section of the report.

✓ This reference has been completed.

Status: Approved

Reviewed by SH and note re communication noted.

By [REDACTED] at 21/04/2026 11:26 (UTC)

[Edit Review](#)

Manager's review of submitted reference.

### Basic

Request ID: faf7c2b1-1d8e-4817-acc7-6afa08c5b226

Entity ID: ea4aec9d-2a5e-4fa2-8196-264aad8e960b

Active: Active

Workflow Status: Completed

Audit trail ids and current reference check status.

### Snapshots

Form Name: Standard Reference Verification Form

Candidate: Candidate Name

Reference: Reference Name

Candidate & referee details.

### Delivery

Channel: Email

Recipient: ReferenceEmailAddress@gmail.com

Provider:

Audit trail time stamp.

### Timestamps (UTC)

Sent: 17/04/2026 18:00

First Open: 21/04/2026 11:19

Last Open: 21/04/2026 11:19

Clicked: 21/04/2026 11:19

Started: 21/04/2026 11:19

Completed: 21/04/2026 11:25

### Policy & Token

Reminder Count: 2

Last Reminder Sent: As below

Reminder Policy: 3:1,3,5

Include Keys: FullName

Token: 71282049-D300-4C19-9B18-FF46AACFF523

Auto Reminders policy and tokens.

**Token Expires:** 01/05/2026 18:00

## Responder

**Responder IP:** 172.31.45.58

**Responder details for audit purposes.**

**Responder** Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko)

**UA:** Chrome/147.0.0.0 Safari/537.36 Edg/147.0.0.0

## Audit

**Created (UTC):** 17/04/2026 18:00

**Created By:** System Name here

**Updated (UTC):** 21/04/2026 11:25

**Updated By:** System Name here

**Row Version:** 000000000000D354

**Audit trail of events.**

**Auto reminders sent.**

## Auto Reminders

Delivery (UTC)	Status	Retries	Last error	
20/04 08:29	Sent	1		
18/04 12:09	Sent	1		

Reference Form Sent  
For preview and record only

## Reference Verification Request Sent Using Standard Form

**Your Business Name Here**  
Reference Check Request

**Candidate Name:** Candidate Name

Customise your form and choose your own brand colour.

### Standard Reference Verification Form

This form will confirm the standard information about the candidate. This is system default form, it can't be deleted and its name can't be changed.

#### Q1. Employment Verification: Please confirm the candidate's job title, employment dates, reporting relationship.\*

(Plain text, max 1000 chars)

Create your own verification form with your own questions.

#### Q2. Length of Working Relationship \*

Less than 6 months

#### Q3. Nature of Working Relationship

Direct manager

#### Q4. Key Responsibilities\*

(Plain text, max 1000 chars)

#### Q5. Quality of Work \*

★★★★★

Create different types of questions, plain text, dropdown list or ratings.

#### Q6. Reliability & Attendance \*

★★★★★

#### Q7. Integrity & Ethical Behaviour \*

★★★★★

#### Q8. Communication Skills\*

★★★★★

#### Q9. Teamwork & Collaboration\*

★★★★★

**Q10. Key Strengths \***

(Plain text, max 1000 chars)

**Q11. Areas for Improvement\***

(Plain text, max 1000 chars)

**Q12. Overall Recommendation**

Strongly recommend



**Q13. Any Other Comments**

(Plain text, max 1000 chars)

Referee Response  
Read-only answers as submitted

Reference Check Request Completed

Your Business Name Here  
Reference Check Request - Submitted Answers

**Candidate Name:** can1 last

Submitted: 21/04/2026 11:25 (UTC)

**Q1. Employment Verification: Please confirm the candidate's job title, employment dates, reporting relationship.\***

Carer

**Q2. Length of Working Relationship\***

1-3 years

**Q3. Nature of Working Relationship**

Direct manager

**Q4. Key Responsibilities\***

Attending elderly clients at home and helping them with their day to day activities.

**Q5. Quality of Work \***

★★★★★

**Q6. Reliability & Attendance \***

★★★★★

**Q7. Integrity & Ethical Behaviour \***

★★★★★

**Q8. Communication Skills\***

★★★★☆

**Q9. Teamwork & Collaboration\***

★★★★★

**Q10. Key Strengths\***

Punctual, hardworking and always thinking ahead.

**Q11. Areas for Improvement\***

Communication can be improved.

**Q12. Overall Recommendation**

Strongly recommend

**Q13. Any Other Comments**

No, other comments.