

Candidate Report

At a glance

Candidate details

Candidate full name:	Mr Joe Bloggs
Date of birth:	18/06/1975
Address:	24 Dartmouth Way, Manchester, M39 2WE

Report details

Report on behalf of:	Sample Customer Limited	Total Pages
KYC Reference number:	12345678	4
Date check request submitted:	24 th August 2011	
Date report completed:	1 st September 2011	

Check outcome

Check	Status
Employment Reference 1: Example Co. Ltd	Yellow
Employment Reference 2: Imaginary Consulting LLP	Green

Important – please read

The information contained within this report is intended for use by the named client as part of a wider candidate assessment during the recruitment process. Recruitment decisions should be based on all the information gleaned from the selection process and not just that included within this report.

Know Your Candidate Ltd collects the data to build candidate reports from a variety of sources that may in turn collect their data from numerous sources. As such it is impractical to verify or warrant the accuracy of the data within this report. By using the Know Your Candidate service you acknowledge your acceptance of these risks.

In detail

Employment Reference 1 – detail

Organisation name	Example Co. Ltd	
	Information given by candidate	Information from referee
Position held	Sales Manager	Discrepancy – Business Development Executive
Employment start date	September 2006	Confirmed - 26 th September 2006
Employment end date	June 2008	Discrepancy – 16 th March 2008
Reason for leaving	Resigned	Confirmed

Employment Reference 1 – additional information

Additional Information Obtained:		Notes:
Overall work performance	Good	Tim Barrow remembers the candidate well and said during his time with Example Co. Ltd he was well liked and developed some really strong customer relationships and delivered well against target.
Attendance & reliability	Good	
Ability to work with others	Good	
Honesty & integrity	Good	
Attitude & conduct	Good	
Disciplinary action taken	None	
Re-employ?	Yes	
Sick days in last 12 months	None	
Parental leave in last 12 months	None	

Employment Reference 1 – audit trail

Information confirmed by	Tim Barrow, HR Manager, Example Co. Ltd, based Hull, UK
Method	Telephone
Time / date	10:47 AM Friday 26 th August 2011

In detail

Employment Reference 2 – detail

Organisation name	Imaginary Consulting LLP
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	Information given by candidate	Information from referee
Position held	Consultant – Public Sector	Consultant – Public Sector
Employment start date	October 2009	3 rd October 2009
Employment end date	January 2011	21 st January 2011
Reason for leaving	Made redundant	Confirmed

Employment Reference 2 – additional information

Additional Information Obtained:		Notes:
Overall work performance	No data provided	It is the policy of Imaginary Consulting LLP only to provide basic employment details within references. The reference was supplied via fax (attached).
Attendance & reliability	No data provided	
Ability to work with others	No data provided	
Honesty & integrity	No data provided	
Attitude & conduct	No data provided	
Disciplinary action taken	No data provided	
Re-employ?	No data provided	
Sick days in last 12 months	One	
Parental leave in last 12 months	None	

Employment Reference 2 – audit trail

Information confirmed by	Zoe Hall, HR Executive, Imaginary Consulting LLP, London, UK
Method	Fax
Time / date	11:15, Thursday 1 st September 2011

01 September 2011

Imaginary Consulting LLP

Imaginary Consulting LLP
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London
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E: Imagico.uk.com

Re: Joe Bloggs Reference

I can confirm the following details regarding Joe Bloggs employment with Imaginary Consulting LLP:

Date of joining: 3rd October 2009

Date of leaving: 21st January 2011

Position held on leaving: Consultant Public Sector

Reason for leaving: Redundancy

Sick days in the last 12 months: one

Parental leave in the last 12 months: none

Whilst we are pleased to supply references for all our former employees, all references issued by our company are confidential and without legal responsibility.

Yours sincerely

For and on behalf of Imaginary Consulting LLP

Zoe Hall

HR Executive