



Candidate Report

Summary

Candidate details

Candidate Full Name:	Ms Michelle Anne Bloggs
Date of Birth:	29/01/1973
Address:	Flat 13, Kingswear House, Dartmouth Avenue, Manchester, M30 0XT

Report details

Report Prepared For	Sample Customer Ltd		
KYC Reference Number	12345678	Total Pages	2
Date Submitted	25/01/2016	Date Completed	29/01/2016

Background Checks Included Within This Report:

Status:

Employment Reference 1: Example Co Ltd	Green
Employment Reference 2: Imaginary Consulting LLP	Yellow
Employment Reference 3: TZK Global Bank	Yellow

Observations:

Imaginary Consulting LLP: the employment end date provided by the referee (05/01/2011) is approximately 4 months earlier than that provided by the candidate (28/04/2011).

TZK Global Bank: the employment start date provided by the referee (05/09/2011) is approximately 4 months later than that provided by the candidate (01/05/2011)

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.

Employment References

Employment References Included Within This Report:

Scanned images of references received as letters, faxes and emails are included towards the end of this report.

Organisation	Reference Method	Date Produced	Image attached
Example Co Ltd	Template	25/01/2016	Yes
Imaginary Consulting LLP	Letter	29/01/2016	Yes
TZK Global Bank	Letter	27/01/2016	Yes

Job Role Confirmation

Organisation	Position Held	
Example Co Ltd	CANDIDATE Customer Service Team Leader	REFEREE Customer Service Team Leader
Imaginary Consulting LLP	CANDIDATE Consultant – Financial Services	REFEREE Financial Sector Consultant
TZK Global Bank	CANDIDATE Senior Associate	REFEREE Retail Banking Associate – Level 6 UK

Confirmation of Employment Dates

Organisation	Employment Start Date		Employment End Date	
	CANDIDATE	REFEREE	CANDIDATE	REFEREE
Example Co Ltd	04/09/2006	31/07/2006	31/07/2009	25/06/2009
Imaginary Consulting LLP	10/08/2009	14/08/2009	28/04/2011	05/01/2011
TZK Global Bank	01/05/2011	05/09/2011	15/01/2016	15/01/2016

Additional Information

	Example Co Ltd	Imaginary Consulting LLP	TZK Global Bank
Overall work performance	Good	Not provided	Not provided
Attendance & reliability	Good	Not provided	Not provided
Ability to work with others	Good	Not provided	Not provided
Honesty & integrity	Good	Not provided	Not provided
Attitude & conduct	Good	Not provided	Not provided
Disciplinary action taken	No	Not provided	No
Re-employ?	Yes	Not provided	Not provided
Reason for leaving	New opportunity	Resigned	Redundancy
Sick days in last 12 months	2 days	4 days	6 days
Parental leave in last 12 months	Nil	Nil	Nil

Employment Reference

Please key your responses into the form, save and return by email reference@knowyourcandidate.co.uk

Applicant	Michelle Bloggs	DOB	29/01/1973	NI Number	XX 11 22 33 Y
Organisation	Example Co Ltd				

Employment Details

Applicant's Job Title	Customer Service Team Leader					
Employment Start Date	31/07/2006		Employment End Date	25/06/2009		
Employment Type	PT	<input type="checkbox"/>	FT	<input checked="" type="checkbox"/>	Salary	Not our policy to disclose
Sick Days last 12 months	2 days		Parental Leave last 12 months	Nil		
Reason for leaving	Resigned – new opportunity					

Disciplinary Record

Was the applicant subject to any disciplinary/performance management proceedings?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If YES please explain				
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Would you re-employ the applicant if a suitable vacancy was available?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please explain				
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Duties & Performance

Main duties and responsibilities	Customer service helping customers with product queries and booking service engineer visits. Sales calls to customers who responded to marketing campaigns.			
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Please rate the applicant on the following criteria:	Excellent	Good	Adequate	Poor
Overall Work Performance		X		
Attendance and reliability		X		
Ability to work with others		X		
Honesty and integrity		X		
Attitude and conduct		X		

Referee Details

Referee name	Michael Melville	Telephone	01764 200 203
Referee Job Title	Customer Services Manager	Email	Michaelm@examplecoltd.biz
Signature	Michael D Melville	Date	25th January 2016

29 January 2016

Imaginary Consulting LLP

Imaginary Consulting LLP
78 Fleet Street
London
EC1V 8CM
T: 020 0000 0000
E: Imagico.uk.com

Re: Michelle Bloggs / DOB: 29/01/1973 / Employee Number 01749

Dear Sirs,

In response to your request for a reference dated 25th January 2016 I can confirm the following details regarding Michelle Bloggs employment with Imaginary Consulting LLP:

Date of joining: 14th August 2009

Date of leaving: 5th January 2011

Position held on leaving: Financial Sector Consultant

Reason for leaving: Resigned

Sick days in the last 12 months: 4 days

Parental leave in the last 12 months: none

It is our policy to only provide factual information regarding an individual's employment with Imaginary Consulting. 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

Know Your Candidate
2nd floor
Orbit House
Albert Street
Eccles
Manchester M30 0BL

27th January 2016

Dear Barry

Re: Michelle Bloggs

With reference to your recent enquiry the following information is given in respect of the above named in line with our policy in response to reference requests:

Period of service:	05/09/11 – 15/01/2016
Post held on leaving:	Retail Banking Associate – Level 6 UK
Current Warnings:	None
Reasons for Leaving:	Redundancy
Absence periods:	6 days over 4 periods
Parental Leave:	No parental leave taken

During their service with us they carried out their work in a satisfactory manner and we know of no reason why they should not be employed by you.

This reference is to be used to assess the suitability of the above named for employment and may not be used for any other purpose or disclosed to any person outside the company.

Whilst the above information is given in confidence and good faith, no responsibility or liability can, however, be accepted by either TZK Global or any of its employees for any errors, omissions or inaccuracies in the information or for any loss or damage that may result from reliance being placed upon it.

Yours sincerely

Sue King
Group HRSS Manager