Dear XXXXX

**Post title** **– XXXXXXXXXXXXXXXXXXXXX**

An application for the above post has been made by **XXXXXXXXXXXXXXXXXXXX,** who has named you as a referee.

I would be grateful if you can give me any information about the applicant, which would assist the selection panel with particular reference to the requirements of the post.

It would be particularly helpful if such information were to include some reference to the personal qualities of the applicant.

I would be grateful if you could email this as soon as possible to xxxxxxxxxxxxxxxxxx as this reference will be forwarded to the recruiting panel.

The details of the job are attached.

On occasion applicants will ask us to disclose a reference, if you do not consent to this please clearly indicate so in your response.

Thank you for your help.