



**Personnel Services**

**Gibson Building, Gibson Drive  
Kings Hill, West Malling  
Kent ME19 4LZ**

Switchboard 01732 844522  
DX 92854 West Malling  
Minicom 01732 874958 (text only)  
Web Site <http://www.tmbc.gov.uk>  
Email [personnel.services@tmbc.gov.uk](mailto:personnel.services@tmbc.gov.uk)

**PERSONAL**

\*

**Contact** **Charlie Steel**  
**Direct line** **01732 876013**  
**Email** **[Charlie.Steel@tmbc.gov.uk](mailto:Charlie.Steel@tmbc.gov.uk)**  
Fax 01732 876088  
Your ref  
Our ref CRS/R&H  
Date \*

Dear Sir/Madam

**Name of Applicant:** \*  
**Appointment of:** \*

I have received an application for the above appointment with this Authority and your name has been given as a referee.

I enclose a Job Description for your information and should be grateful if you would inform me of your opinion regarding the candidate's suitability for this employment. In particular, would you please comment on his/her timekeeping, health/attendance, reliability, honesty, attitude to work, quality of work and ability to work with others. Specifically, please could you state: the number of days sickness absence he/she had in the last 12 month period in your employ; and whether you would re-employ him/her if the opportunity arose to do so.

I would also welcome any other information that you feel may be relevant. I would be very grateful for your response as early as you are able to make it and, if you would prefer, please reply by email to [personnel.services@tmbc.gov.uk](mailto:personnel.services@tmbc.gov.uk).

Please be aware that the content of your reply, being subject to the Data Protection Act, may be made available to its subject, upon request.

Thank you in anticipation of your reply.

Yours faithfully

**Charlie Steel**  
**Personnel & Customer Services Manager**  
Enc

