

Kathmandu Institute of Child Health (KIOCH)

Budhanilkantha – 7, Hepali Height, Kathmandu

Reference Form

Dear Sir/ Madam,

Mr. / Mrs. / Miss/ MS , address has applied for a job with KIOCH. We would like to request you to fill the referee form on his her behalf. Thank you for your cooperation.

Position/ Responsibility while working with you	
Duration	From To (Total Duration.....)
How long have you known this individual?	
In what capacity do you know her/ him?	
Would you re-employ her / him?	
Please describe this individual's major accomplishments while he/she was employed by you.	
Would you describe this individual as more of a leader or a follower?	
Please mention professional strength of the individual.	
Please mention professional weakness of the individual.	
Was any type of disciplinary action taken against this individual?	
Any additional information about the individual you want to share:	

Name of Referee:

Signature:

Organization/ Designation:

Date: