

Job reference template



Use this free template to create a professional reference list for your job applications. Before sharing a reference's details with an employer, make sure you have their permission and that their contact information is up to date.

Helpful tips

- Always ask for permission before listing someone as a reference.
- Choose references who can speak positively about your skills, experience and work ethic.
- Include professional references wherever possible.
- Double-check that all contact details are accurate and up to date.
- Keep your reference list separate from your CV unless an employer specifically asks for it.
- Save an updated copy so it is ready whenever you apply for a new role.



References checklist

Before sending your reference list, make sure you have:

- Confirmed each person is happy to act as a reference.
- Checked all phone numbers and email addresses.
- Included each reference's current job title.
- Explained your relationship with each reference.
- Used clear and professional formatting.
- Saved the latest version of your reference list.



Job reference template

Your details			
Full name:		Email address:	
Telephone number:		Job title applying for (optional):	

Reference 1			
Full name:		Telephone number:	
Job title:		Email address:	
Company/organisation:		Dates worked together (optional):	
Relationship to you:			

Reference 2			
Full name:		Telephone number:	
Job title:		Email address:	
Company/organisation:		Dates worked together (optional):	
Relationship to you:			

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Reference 3			
Full name:		Telephone number:	
Job title:		Email address:	
Company/organisation:		Dates worked together (optional):	
Relationship to you:			

Reference 4			
Full name:		Telephone number:	
Job title:		Email address:	
Company/organisation:		Dates worked together (optional):	
Relationship to you:			