Dear XXX

**RE: Post of xxxxUniversity College Cork**

In an application for the above post xxx has named you as a referee.  Details on the particulars of the post, which you may find helpful in assessing the candidate’s qualifications and suitability are attached above.

It would be helpful if the following headings were included when writing your report:

·         Education & Qualifications

·         Experience

·         Knowledge & Skills

·         Personal Suitability & Personal Effectiveness

I would be most grateful if you would forward your response to this request at your earliest convenience, but no later than **xxxx**.  Please email to xxxx

Alternatively, the postal address is xxxxx  Please mark your reference “Confidential”.

University College Cork is subject to the Freedom of Information Acts (1997 and 2003). A request by the subject of this reference under the Freedom of Information Acts will require the release of this reference, which you provide.  Given the availability of references through FOI, it is University policy to release references to the candidate on request without the requirement to make an application under the FOI Acts.

I wish to thank you in advance for your assistance in supplying this reference.

Kind regards