# **Certified Professional**

### Candidate Reference

The Applicant named below has applied to become a Future-Fit Certified Professional, which is awarded to persons who have demonstrated appropriate knowledge of the Future-Fit® Business Benchmark, alongside competency to advise companies in the embedding of the Future-Fit approach. This form serves as record of the candidate’s ability to advise companies and you have received this because the applicant is requesting you act as a reference. Your response will be treated with absolute confidence and not shared with the applicant. Please fill out the information honestly and to the best of your ability and return to: references@futurefitbusiness.org.

*Please note:* Future-Fit Foundation (FFF) and Future-Fit Ltd (FFL) will only use the data you provide to enable certification and participation in the Future-Fit community. For the purposes of the General Data Protection Regulation, FFF will be the data controller and FFL will be a data processor. Full details of our Privacy Policy can be found here: <http://futurefitbusiness.org/privacy>.

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| **To be completed by the applicant:** |
| **Applicant Details** |
| Name: |       |
| Job Title: |       |
| Company:  |       |
| Email Address:  |       |
| Phone Number: |       |
| **Areas of Expertise** |
| Business Consultancy: | Business Strategy: | [ ]  | Goal & Target Setting: | [ ]  | Implementation & Integration: | [ ]  |
| Employee Training: | [ ]  | Branding &Communications: | [ ]  | Reporting: | [ ]  |
| Audit & Assurance: | [ ]  |
| Technology Solutions: | [ ]  |

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| **To be completed by the referee:** |
| **Referee Details** |
| Name: |       |
| Job Title: |       |
| Company:  |       |
| Email Address: |       |
| Phone Number: |       |
| **Knowledge of work** |
| Professional relationship to applicant (e.g. client, line manager): |       |
| Length of time working with the applicant: |       |

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| Description of the services provided / work completed by the applicant:       |
| **Please check one:**  | **Excellent** | **Adequate** | **Poor** | **Not Applicable** |
| Knowledge of subject matter | [ ]  | [ ]  | [ ]  | [ ]  |
| Quality of work | [ ]  | [ ]  | [ ]  | [ ]  |
| Understanding of your requirements | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall satisfaction working with the applicant | [ ]  | [ ]  | [ ]  | [ ]  |
| Would you recommend this candidate to other organisations?  | Yes [ ]  | No [ ]  |
| Is there anything further you’d like to disclose regarding the candidate?       |