

How to Write a Reference for a Managers Certificate Application

To enable your application to be determined by the District Licensing Committee the following points need to be included in your references:

Work reference

A work reference must be written by your employer on letterhead.

- Date
- The name of the licensed premises
- Position in the premises – e.g. waiter, chef, manager, checkout operator
- Period of employment – e.g. 1 September 2014 to present
- Training undertaken and by whom
- A list of duties performed
- Work ethics – e.g. reliable, courteous, professional, hard-working, dependable
- Employers support of the application
- Name of the writer
- Phone number
- Signature
- Position – e.g. General Manager, Licensee

Character Reference

A Character Reference should be written by a friend, work colleague or someone who has known you for 12 months or more. If using a work colleague they must refer to your character and reputation, not your work ethics and it should not be on company letterhead or have their position after their signature. Family or Police Officers references will not be accepted.

- Date
- Length of time the writer of the reference has known you
- A statement supporting your character and reputation
- Name of the writer
- Phone number
- Signature

Failure to supply good quality references will see the District Licensing Committee refuse your application

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