

Referees Form

Name

Signature

Date

Please complete the name, address and telephone number of up to 4 referees. Where possible these should include:

- Your two most recent employers together with dates of employment at the respective companies, and **confirmation that we may approach the named referees as soon as we receive this form**
- Academic and/or personal referees should have been known to you for at least **1 OR 3** year (s).
- Please refer to the notes overleaf prior to completing this form.

BOX 1 <u>Current/ Most Recent Employer</u> Name <input type="text"/> Job Title <input type="text"/> Company <input type="text"/> Address <input type="text"/> <input type="text"/> <input type="text"/> Tel No <input type="text"/> Email <input type="text"/> Dates employed: From <input type="text"/> To <input type="text"/> <i>Can we approach this referee once we receive this form from you? Y / N</i>	BOX 2 <u>Previous Employer</u> Name <input type="text"/> Job Title <input type="text"/> Company <input type="text"/> Address <input type="text"/> <input type="text"/> <input type="text"/> Tel No <input type="text"/> Email <input type="text"/> Dates employed: From <input type="text"/> To <input type="text"/> <i>Can we approach this referee once we receive this form from you? Y / N</i>
BOX 3 <u>Personal/Academic</u> Name <input type="text"/> Job Title <input type="text"/> Company <input type="text"/> Address <input type="text"/> <input type="text"/> <input type="text"/> Tel No <input type="text"/> Email <input type="text"/> Dates employed: From <input type="text"/> To <input type="text"/> <i>Can we approach this referee once we receive this form from you? Y / N</i>	BOX 4 <u>Personal/Academic</u> Name <input type="text"/> Job Title <input type="text"/> Company <input type="text"/> Address <input type="text"/> <input type="text"/> <input type="text"/> Tel No <input type="text"/> Email <input type="text"/> Dates employed: From <input type="text"/> To <input type="text"/> <i>Can we approach this referee once we receive this form from you? Y / N</i>

Choosing your referees

If the post applied for does not require either Security Clearance or a Government Basic Check on its own then we require details of referees to cover a period of **one year**. One of these should be your current/most recent employer.

Posts requiring Security Clearance – Box 3

If the post applied for requires **security clearance** then the referee detailed in Box 3 will be the only person contacted for a reference prior to an offer of employment being confirmed.

The referee must have been known to you for at least **one year**.

Posts requiring a Government Basic Check on its own

If the post applied for requires a Government Basic Check on its own, then we require details of at least **two** referees; at least one of these must be a current/previous employer and the other a personal or academic referee.

The references must cover, either singly or together, a period of **three years**.

If you are not sure whether the post requires either Security Clearance or a Government Basic Check on its own, please contact your Recruitment Manager.

Employment referees

By indicating “yes” to the question “Can we approach this referee once we receive this form from you?” we will contact your Employment referee/s as soon you return the Referees Form to us.

Referees should include your most recent employer and a previous employer. If an employer's reference is not available, then you should give details of academic and/or personal referees. Relatives must not be used.

If you have been serving in the armed forces or in the civil service during the past three years, “employers' references” should be sought from your previous line managers in those areas and not from the armed service or government department.

Academic referees

By indicating “yes” to the question “Can we approach this referee once we receive this form from you?” we will contact your Academic referee/s as soon you return the Referees Form to us.

If you have been in full time education during the period, please give details of an academic referee.

Personal referees

By indicating “yes” to the question “Can we approach this referee once we receive this form from you?” we will contact your Personal referee/s as soon you return the Referees Form to us.

If you are nominating a personal referee in lieu of an employer or academic reference, this should be a person of some standing in the community (e.g. a JP, medical practitioner, clergyman, teacher, lecturer, lawyer, bank manager, civil servant, officer of the armed services).

However, you should only nominate such a person when their personal knowledge of you is likely to be sufficient to allow them to provide a considered reference. If you are unable to nominate such a person, then you may nominate personal acquaintances provide they are not related to you or are involved in any financial arrangement with you.