

Appendix 8 - Letter Requesting a Reference

Email

Date

Address of referee

Dear

Re: (Name of Candidate)

The above named has indicated that you would be willing to give a reference in connection with a post they have applied for within this Trust.

I should be most grateful therefore if you would be good enough to complete the enclosed form and return it to me preferably by email or alternatively by post or fax.

A copy of the job description and person specification are also enclosed for your information.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website [here](#).

Your reference will be treated as confidential and will only be disclosed to members of the selection panel. However, if it is requested by a candidate, your reference will be disclosed.

May I take this opportunity to thank you in advance for your assistance in this matter.

Yours sincerely,


Name of Manager
Job Title

Encs

Reference Form
Job Description
Person Specification

CONFIRMATION OF EMPLOYMENT (WITH SICKNESS ABSENCE REQUEST)

This reference should be used for all applicants with the exception of Consultant / Medical Staff and Senior Managers. This template should be used only when a conditional offer has been made. If a conditional offer has not been made then the Confirmation of Employment (without sickness absence) template must be used.

		
CONFIRMATION OF EMPLOYMENT (WITH SICKNESS ABSENCE) REQUEST		
Name of Applicant		
National Insurance Number		
Date of Birth		
Employment Dates	From:	To:
Applicants Current / Most Recent Job Title and Grade / Salary		
How many days sickness has the applicant had over the past two years, and in how many episodes?		
Are there any current formal warnings on the applicant's record?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
Is the applicant currently under investigation for any matter (including conduct, capability or performance) under any of your employment policies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
Please provide details of when you last completed a CRB / DBS check		
Date when CRB / DBS check was last completed	Date:	
Please indicate the level of the CRB / DBS check undertaken (Standard / Enhanced / Enhanced with Barred List check)	Level:	
If enhanced with Barred List Check, please indicate which barred list this applies to	Adults <input type="checkbox"/>	Children <input type="checkbox"/>
	Both <input type="checkbox"/>	
Did the check return any information that required further investigation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of any recent / outstanding allegations that were made against the applicant that relate to any safeguarding issues / referrals (including any referrals to the Disclosure and Barring Service or Independent Safeguarding Authority)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please give details:

The answers given above have been provided in good faith and are correct to the best of my knowledge and belief.

Referee name (please print):

Signature:

Email address:

Telephone number:

Date:

Data Protection

This form contains personal data as defined by the Data Protection Act. This data has been requested by the HR Department exclusively for the purpose of recruitment. The HR Department must protect any information disclosed within this form and ensure that it is not passed to anyone who is not authorised to have this information.

CONFIRMATION OF EMPLOYMENT (WITHOUT SICKNESS ABSENCE REQUEST)

This reference should be used for all applicants with the exception of Consultant/Medical Staff and Senior Managers. This template should be used a conditional offer has not yet been made as you cannot ask about sickness absence prior to a conditional offer been made.



CONFIRMATION OF EMPLOYMENT (WITHOUT SICKNESS ABSENCE) REQUEST

Name of Applicant		
National Insurance Number		
Date of Birth		
Employment Dates	From:	To:
Applicants Current / Most Recent Job Title and Grade / Salary		
Are there any current formal warnings on the applicant's record?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
Is the applicant currently under investigation for any matter (including conduct, capability or performance) under any of your employment policies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
Please provide details of when you last completed a DBS check		
Date when DBS check was last completed	Date:	
Please indicate the level of the DBS check undertaken (Standard/Enhanced/Enhanced with Barred List check)	Level:	
If enhanced with Barred List Check, please indicate which barred list this applies to	Adults <input type="checkbox"/> Children <input type="checkbox"/> Both <input type="checkbox"/>	
Did the check return any information that required further investigation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of any recent/outstanding allegations that were made against the applicant that relate to any safeguarding issues/referrals (including any referrals to the Disclosure and Barring Service or Independent Safeguarding Authority)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
The answers given above have been provided in good faith and are correct to the best of my knowledge and belief.		

Trust Policy

Referee name (please print):

Signature:

Email address:

Telephone number:

Date:

Data Protection

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WORCESTERSHIRE ACUTE HOSPITALS NHS TRUST

Please note that candidates have the right to request access to references and that our normal practice would be to disclose the reference to the candidate.

NAME OF APPLICANT:

REF. NO:

POST APPLIED FOR:

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website [here](#).

You also have a responsibility to ensure that the reference is accurate and should be aware that relevant factual content of the reference may be discussed with the applicant in relation to Working Together to Safeguard Children, DfES, 2006.

1. When was the candidate employed by you?

From:

To:

2. In what capacity and how long have you known the candidate?

3. Please give a brief description of the duties and responsibilities of the post.

4. Did the candidate manage / supervise staff? If so how many and what was the extent of their managerial / supervisory responsibilities?

5. Please comment on the candidate's conduct and overall job performance. How would you rate the candidate in the following? Please tick as appropriate.

	Excellent	Good	Fair	Room for Improvement
Punctuality				
Initiative / Organisational Skills				
Self-Motivation				
Overall Job Performance				
Ability to communicate				
Ability to prioritise workload and keep to deadlines				
Ability to work without supervision				
Working relationships with colleagues and clients				

6. Are you satisfied that the person has the ability and is suitable to undertake the job they have applied for?

7. Are you aware of any reason that the candidate could not fulfil the requirements of this job?

8. Have you got any reason to believe the candidate should not work with children, young people or vulnerable adults?

Yes / No

If 'yes' please give further details

9. Please comment on the candidate's working relationship with colleagues and clients.

10. Have you experienced any disciplinary / performance problems with this candidate?

Yes / No

If answered 'yes' to question 10 - Please give details of any disciplinary / performance procedures the applicant has been subject to, including those which relate to their behaviour towards children, young people or vulnerable adults; and the outcome of those procedures, e.g. whether the allegation or concern was investigated and how the matter was resolved.

11. Why did the candidate leave your employment (if relevant)?

12. Would you employ the candidate again?

Yes / No

If 'no', please give reasons

13. Any other comments?

****You must only include the following questions about attendance if it is after the interview and you have made a conditional offer and sent a copy of the conditional offer letter (Appendix 12) to the candidate. Remove these questions if you haven't done this****

14. Please comment on the candidate attendance and punctuality.

15. Have there been any frequent or prolonged periods of absence.

Signature:	
Name (printed):	
Designation:	
Company Name:	
Date:	
Email address:	
Telephone Number:	

Trust Policy



Worcestershire
Acute Hospitals
NHS Trust