Date: 03/04/2017

FREEDOM OF INFORMATION REQUEST FOI/013356 - Staff references

1) Do you request references for all of your new applicants or just for certain posts? If only certain posts, please can you confirm the job roles in which you do not need references for?
We request references for all new applicants to Bank and Substantive/Fixed Term posts.

2) If you need references for a new applicant, how many do you require, or how far back (in years) do you seek references for?
We request 1 reference from the applicants current employer or if not available the reference which is the most relevant to the post.

3) When a reference is received, do you verify its origin to ensure that it is real?
The references are approved by the manager of the post. The manager must satisfy themselves that the reference is from a line manager or other relevant department manager before approving the reference.

4) If yes to the above, how is verification undertaken?
This is undertaken by the manager of the post.

5) Where verification is carried out, how long can this take? (an average per reference is sufficient. A min – max time is also sufficient)
This is carried out by the manager of the post and therefore we do not hold this information in Recruitment.

6) If a fake reference is discovered prior to the applicant beginning a role, would the application be terminated?
Yes

7) What would happen if a reference was discovered to be fake after the person had started their job? Would this be a legal issue, or dealt with via your in-house procedures?
If found after an offer and acceptance were provided it would be managed within our conduct process and may be subject to counter fraud consideration.

8) Have you received a fake reference in the last 2 years?
We have had no instances of applicants falsifying applications for posts that we are aware of.

9) What is the name and email address of your Head/Director of Human Resources? (or equivalent Head of the department that deals with Workforce, Recruitment or People Services)
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