

PO207 REFERENCE REQUEST POLICY AND PROCEDURE

Policy

Introduction

An exchange of information between employers maximises the opportunity for employees to be fitted into the positions for which they are best suited. Where possible, CVS Falkirk wishes to provide and receive accurate information on the individuals with whom it interacts.

PURPOSE

This policy seeks to ensure that the information needs of CVS Falkirk, the individuals, and the other organisations concerned are met in a manner that places no party at risk of misunderstanding, conflict or prosecution.

Giving references

CVS Falkirk will, in most cases, provide references for Staff, volunteers or placements, where requested. However, there is no obligation on the organisation to do so.

The reference will only contain the following Information in their last year of service:

- Name
- Position
- Start Date
- End Date
- The number of sick days

Should you require a reference you should notify your line manager or the CEO. References can be given by letter, email and telephone as required.

Requiring references

As part of the recruitment and selection process we request two references from all applicants, those two referees being their current or last employer and another reference.

If an applicant has not been employed previously, or is not able to offer their previous employer as a referee, they will be asked to provide two references.

Related Policies:	NONE
Related Documents:	NONE
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