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Freedom of Information Act Disclosure log - Reply Extract

Freedom of Information Act 2000 – Response

- 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?**

All roles have references requested in accordance with NHS Employers Safe Recruitment check standards.

- 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 three years of employment history in accordance with NHS Employers Safe Recruitment check standards.

- 3) **When a reference is received, do you verify its origin to ensure that it is real?**

We ensure that it is in line with NHS Employers checks standards. Employment and/or training history should always be obtained in writing (either via hardcopy, email or fax). Emailed confirmation from employers/charity bodies or training institutions should be sent from a recognised company email address. This is matched to the application form and further information provided by the candidate.

- 4) **If yes to the above, how is verification undertaken?**

As stated above and all references must include the referee's name, job title and a main landline number and are matched to the application form information provided for their 3 year employment history.

- 5) **Where verification is carried out, how long can this take? (an average per reference is sufficient. A min – max time is also sufficient)**

Approximately one hour per candidate dependent on employment history – This will allow for the Recruitment Assistant to confirm the references can be accepted and signed off by the recruiting manager.

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

The Trust would consider this a very serious matter and investigate and take appropriate action which may include the offer being withdrawn.

- 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?**

The Trust would consider this a very serious matter and investigate in accordance with the Trust's Performance and Conduct Policy. The matter might also be referred to the NHS Counter Fraud Service depending on its nature.

- 8) Have you received a fake reference in the last 2 years?**

No fake references have been received for the last two years. We define a fake reference as a reference from either an organisation or individual that does not exist or where the organisation or individual has had no contact with the individual.

- 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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