

Reference Number: FOI/LHCH/2017079
From: Private Individual
Date: 16 March 2017
Subject: Employment references

Q1 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?

A1 All applicants

Q2 If you need references for a new applicant, how many do you require, or how far back (in years) do you seek references for?

A2 3 years

Q3 When a reference is received, do you verify its origin to ensure that it is real?

A3 Yes

Q4 If yes to the above, how is verification undertaken?

A4 Valid work email address; organisation matched to application form and a Google search.

Q5 Where verification is carried out, how long can this take? (an average per reference is sufficient. A min – max time is also sufficient)

A5 2 days (on average)

Q6 If a fake reference is discovered prior to the applicant beginning a role, would the application be terminated?

A6 Yes, offer is subject to satisfactory pre-employment checks so offer would be withdrawn

Q7 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?

Q7 Offer would still be subject to all pre-employment checks being satisfactory. A meeting with the candidate, manager & HR would be carried out and employment terminated.

Q8 Have you received a fake reference in the last 2 years?

Q8 No

Q9 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)

A9 Joanne Twist, Director of Human Resources, Joanne.Twist@lhch.nhs.uk