

**COULD WE PLEASE HAVE YOUR REPLY AS SOON AS POSSIBLE**

**AS WE CANNOT PROCEED WITH THE APPLICATION**

**UNTIL REFERENCES HAVE BEEN RECEIVED**

Workforce Team

North Yorkshire & Humber CSU

Triune Court

Unit 1

Monks Cross

York

YO32 9GZ

 Tel No: 01904……

Email: nyhcsu.csuworkforcerecruitment@nhs.net

**CONFIDENTIAL – ADDRESSEE ONLY**

**NAME**

**ADDRESS**

**ADDRESS**

Dear

**RE:**

The above named person has given your name as a referee in respect of their application for the indicated post on the attached sheet. I would be grateful if you could give your opinion of the candidate's suitability for this post under the headings on the attached sheet.

It is the policy of this organisation to be open with employees. The Data Protection Act 1998 is now in force and extends the provision of access to include manual records. The reference you provide will be held on the employee’s personal file and may be accessed by the individual in line with the Data Protection Act. Should you not wish the individual to have sight of this reference, please identify this on the reference form in the space provided.

**NOTE: If a DBS check is required for this post (please keep paragraphs below, if not please remove)\***

Because of the nature of the work for which the applicant is applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exemptions) order 1975.

Referees are, therefore, requested not to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any information will be completely confidential and will be considered only in relation to an applicant for positions to which the order applies. Referees should note that as stated above references supplied will be held on personal files should the candidate be appointed.

Thank you for your co-operation and assistance in this matter.

Yours sincerely

NAME

JOB TITLE

|  |
| --- |
| **DATA PROTECTION ACT**Will you be supplying the applicant with a copy of this reference?**YES / NO\***If No, do you have any objections to its contents being revealed during the course of the selection process or at any time in the future?**YES / NO\*** ***\* Please delete as appropriate*** |

**NAME OF APPLICANT:**

**POST APPLIED FOR:**

**Please state how long you have known the applicant and in what capacity**

**Relevant Previous Experience**

 **Leadership Qualities**

**Strengths and Weaknesses**

**Ability to relate effectively to others (i.e. colleagues, clients and managers)**

**Commitment/Character/Personality**

**Management Ability and Potential (if appropriate) Professional Ability**

**If applicant is newly qualified, can you comment on his/her personality/attitude in relation to post.**

**Are there, to your knowledge, any current or pending disciplinary or capability issues in relation to the applicant?**

**Any reason why in your view this person would not be suitable for this post?**

**Will you please confirm whether or not you are the candidate’s current/most recent line manager.**

**Please continue on a separate sheet if necessary, but please remember to quote the job reference and the name of the applicant on all sheets used.**

**Signed:**

**Date:**

**Name (BLOCK CAPITALS PLEASE):**

**Post Held:**

**Address:**