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### **Guidance Note - Employment References**

This guidance note details the process to be followed when employee reference requests are received and confirms the information which should be provided.

Trust will provide factual references pertaining to current or former employees. It is important that any reference provided is approved, recorded and retained centrally. For this reason, references must **only** be provided by the Human Resources Team.

No other members of staff should provide a written or verbal reference and if requested to do so must pass the request to Human Resources.

#### **Dealing with a reference request:**

- When a reference request is received it should be forwarded to the HR Team via email (HR Inbox email).
- Only standard references will be provided confirming, dates of employment, position and any live disciplinary or performance sanctions.