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Lewes
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foi@secamb.nhs.uk

12th April 2017

Email:

Dear

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/17/03/26.

You requested the following information:

Please find below questions of which I am asking via the Freedom of Information Act, in regards to Employment Referencing procedures for a UK-Wide study that is being carried out.

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?

We reference all new joiners including Bank returners.

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?

For all roles except Bank Returners and Community First Responders (CFRs) we request a minimum of 2 references covering the past 3-year period. For CFR, we request 2 references but there is no set timeframe. For Bank returners we ask their last line manager for an internal reference.

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

The reference is sent via NHS jobs to their email address and must come back from their employment email address. We don't call to verify the reference.

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

This question is not applicable.

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

This question is not applicable.

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

Yes as satisfactory referencing is a condition of their offer.

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?

This would be escalated to the relevant HR Business Partner and a decision taken.

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

To our knowledge, we've never had a fake reference.

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)

Steve Graham, Interim Director of HR. Steve.Graham@secamb.nhs.uk

I hope you find this information useful.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Information Governance Manager via the following email address:

FOI@secamb.nhs.uk

Yours sincerely

Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust