

References

The Department of Health states that we must have received and checked two pre-employment references for each successful candidate prior to them commencing employment. One of these must be from your current or most recent employer and the second should be from another recent employer. If you have previously attended University or College, then it is acceptable to use your lecturers or tutors as your referees.

We do not accept character references. In exceptional circumstances we may accept references from people who may have dealt with you in a professional capacity, such as an accountant or solicitor if you are self-employed. To ensure that the process is not delayed, it is essential that you provide full contact details for your referees i.e. name, address, telephone number, fax number and email address.

We usually apply for references after you have accepted the post, however for some roles we request references if you have been offered an interview. We ask on the application form whether your referees can be approached before the interview stage so it is important that this is completed correctly, especially if one of your referees is your current employer.

It is important that you ask your referees if they are willing to provide a reference before you provide their details to us. Also advise them that they will be sent a reference request once this has been confirmed by [NHSBT](#). Waiting for references to be returned to the [Recruitment Department](#) can cause delays in your employment so it is useful if you maintain contact with your referees and ensure they have received the form from and it is completed and return as soon as possible.

Once we receive your references, we will pass them to your line manager to read and check. Providing they are satisfactory and we have all other clearances for you, we will proceed with to next stage of the process.