



Reference Consent

The College obtains references as part of the pre-employment process. As part of the reference details relating to your employment, part two of our standard form (which is completed following a conditional offer of employment) asks for your absence record e.g. number of days and number of occasions absence in the last two years, details of any disciplinary records you might have on file and information on your conduct and performance.

Upon receipt of this data it would be reviewed by the appointing manager and HR will hold this information on your personal file for the duration of your employment, it would then be destroyed in line with current requirements.

In line with the new General Data Protection Regulation and Data Protection Act 2018, we require your consent to request this information from your referees.

In order to consent to the College requesting the information outlined above, please sign and date the below to confirm that you are happy for us to proceed on this basis.

Name:

Signature:

Date:

Once completed, please return this form to: Mrs Sue Moran (Senior HR Officer)