

Ref: FOI/CAD/ID 3909

Please reply to:
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Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Employment references.

- 1. Which department/person(s) deals with Employment References at your organisation and what is the name of the Head of Department?*
- 2. What is the average hourly rate of the person(s) dealing with Job References? (If outsourced, how much do you pay annually for this service?)*
- 3. How are Employment References requested for new starters? How are they chased up? (email/telephone/postal service/fax)*
- 4. How are Employment References completed for ex-employees (email/telephone/postal service/fax)?*
- 5. How many hours (on average) does your company (or the outsourced company) spend, each month, requesting employment references for new candidates? (for the past 12 months)*
- 6. How many hours (on average) does your company (or the outsourced company) spend, each month, chasing up employment references for new candidates? (for the past 12 months)*
- 7. How many hours (on average) does your company spend (or the outsourced company), each month, completing employment references for former employees? (for the past 12 months)*
- 8. How many leavers (on average or exact) does your company have per month? (for the past 12 months)*
- 9. How many new starters (on average or exact) does your company have per month? (for the past 12 months)*
- 10. How many staff does your organisation employ at the moment?*

1. The Employee Relations Team deal with employer references. The Recruitment Team take up references for new recruits. These teams fall under the remit of the Director of Workforce whose details can be found on the Trust website. www.mtw.nhs.uk
2. £9.28 per hour.

3. Employment references are requested and followed up via post, email and verbally.
4. The Trust has a standard Trust reference template for employee and ex-employee references.
5. This information is not available.
6. This information is not available.
7. This information is not available.
8. The average number of substantive leavers per month over the last 12 months was 58.
9. The average number of substantive new starters per month over the last 12 months was 82.
10. The current number of individuals in post is 5891.