

Ref: FOI/CAD/ID 3922

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 referencing.

- 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?*
- 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?*
- 3) When a reference is received, do you verify its origin to ensure that it is real?*
- 4) If yes to the above, how is verification undertaken?*
- 5) Where verification is carried out, how long can this take? (an average per reference is sufficient. A min – max time is also sufficient)*
- 6) If a fake reference is discovered prior to the applicant beginning a role, would the application be terminated*
- 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?*
- 8) Have you received a fake reference in the last 2 years?*
- 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)*

1) We request references for all new applicants.

2) We require references which comply with NHS Employers Employment Standards 'Employment History and Reference checks' (a minimum period of three years).

3) Yes.

4) Via a number of methods including, but not limited to, ensuring emailed references originate from recognised company email addresses, verifying company and or referee details via the internet, ad-hoc calls to verify referee's job title, names and job titles, and cross referencing data which has been provided as part of a reference.

5) The time required for verification of references depends on a number of factors, including how many references are required to be taken up, who the referees are, and how promptly we receive a response to our queries.

6) Decisions on the acceptability of pre-employment checks are considered on a case by case basis. In the event that a fake reference is discovered, the Trust liaise with our counter fraud colleagues before making a decision to rescind a conditional offer of employment.

7) The Trust disciplinary process would be initiated.

8) This information is not recorded centrally.

9) The HR Department falls under the remit of the Director of Workforce. Details of the Trust Executive can be found on the Trust website www.mtw.nhs.uk