

Appendix 1: Authorisation to seek references

Please sign below to confirm that you authorise Bishop Auckland College (including where this is on behalf of South West Durham Training) to seek references in line with the required vetting checks at Bishop Auckland College/ South West Durham Training

I AUTHORISE THE COLLEGE/SOUTH WEST DURHAM TRAINING TO SEEK REFERENCES AS REQUIRED TO PROCESS MY APPLICATION FOR A POSITION AT BISHOP AUCKLAND COLLEGE/SOUTH WEST DURHAM TRAINING.

- 1) I understand that in order to seek references, the College/SWDT may be asked to verify personal details to establish my identity and be clear about the position you are applying for.
- 2) I understand that information which may be given to referees, includes: **name, job applying for, job description/person specification of the role you are applying for, NI number and date of birth.**
- 3) I understand that the information, which will be collected, will contain information about the work you did, employment dates, work performance, disciplinary issues, safeguarding issues, capability issues, absence details as well as any other information, which the provider of the information may feel is relevant.
- 4) I understand that the College/SWDT will seek references from those people who I have provided as a referee on my application form.
- 5) I do understand that where I have not provided the correct referees required, as specified in section two, the College/SWDT has the right to contact additional referees which are required to satisfy the safer recruitment process – this will include references from: My current or most recent employer, any organisations where I have worked in the last 3 years, any organisation where I have previously worked if this has been in education/childcare/ training
- 6) I understand that the information received will be used by the HR department as part of the safer recruitment process to ensure I am suitable for employment within the relevant roles/s at the College/SWDT.
- 7) I understand that this information may be shared with the relevant Line Manager/Director who will be responsible for the role/s and any future manager/Director.
- 8) I understand that the reference will be kept on my personnel file in the HR department and may be referred to later if I change roles within the organisation or for auditing purposes.
- 9) I understand that if it is required, this signed authorisation may be forwarded to any referee.

The College/SWDT understands that it is often sensitive to seek a reference with a current employer. You therefore have the option to ‘opt out’ from the College/SWDT seeking a reference from your current employer UNTIL you have been offered a position at the College or SWDT and have accepted this. Once you have accepted a position at the College or SWDT, it is essential that we obtain a reference from your current/most recent employer.

Should you wish to ‘opt out’ of the College/SWDT seeking references from your current employer UNTIL you have accepted a position, please tick or put a cross in the box below

<input style="width: 30px; height: 20px; vertical-align: middle;" type="checkbox"/> I do not wish for you to contact my current employer for a reference but understand that this is only UNTIL I have received an offer of employment with the College or South West Durham Training and accepted this
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I understand and agree to all of the above in relation to Bishop Auckland College seeking references.

Candidates Name:.....

Candidates Signature.....

Date:.....

For further information on how we collect data, please see the organisation’s privacy notice, which can be obtained through the HR department