

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 or any other organisations within the Bishop Auckland College Group) to seek references in line with the required vetting checks at Bishop Auckland College / Group.

I AUTHORISE BISHOP AUCKLAND COLLEGE GROUP TO SEEK REFERENCES AS REQUIRED TO PROCESS MY APPLICATION FOR A POSITION AT BISHOP AUCKLAND COLLEGE / GROUP

- 1) I understand that in order to seek references, the College/Group may be asked to verify personal details to establish my identity and be clear about the position I am 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 I am applying for, NI number and date of birth.
- 3) I understand that the information, which will be collected, will contain information about the work I 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/Group 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/Group 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/Group.
- 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/Group understands that it is often sensitive to seek a reference with a current employer. Although it is often extremely helpful to have a reference from your current employer early in the process.

If you are happy for your current employer to be contacted, please complete the box below.

If you prefer for your current employer not to be contacted in the first instance, please be advised that they WILL be contacted once you have been offered and accepted a position

I authorise the College/Group to contact my current employer for a reference at any time during the recruitment process.

I understand and agree to all of the above in relation to the Bishop Auckland College Group seeking references.

Candidate's Name:

Candidate's signature:

Date:
