Template 1: Confirmation of employment (with absence request)

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| STANDARD REQUEST: To be used only AFTER a conditional offer of appointment has been made. If requesting information prior to a conditional offer being made, please use the letter provided in [template 2](https://www.nhsemployers.org/publications/employment-history-and-reference-checks). |



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| [Date]  Human resources officer  NHS organisation receiving request | Recruitment officer  HR department initiating request |

Dear [HR officer’s name]

**Re: [applicant’s name] - [ref. number] – [post title] – band [ ]**

The above named person has been offered the post of [post title] at the [name of the NHS organisation initiating request].

I would be grateful if you could complete the attached confirmation of employment request and return it to me as soon as practically possible to ensure timely recruitment.

The last two questions should be referred to the applicant’s most recent manager, should you not be able to answer them yourself based on the information available to you.

Please note that under the Data Protection Act (as amended by the General Data Protection Regulation 2018) and Freedom of Information Act, applicants may request access to any information that is held on them.

Thank you in advance for your assistance in this matter.

Yours sincerely

[Recruitment officer’s name]

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| CONFIRMATION OF EMPLOYMENT (WITH SICKNESS ABSENCE) REQUEST  STANDARD REQUEST: To be used only AFTER a conditional offer of appointment has been made. If requesting information prior to a conditional offer being made, please use [template 2](https://www.nhsemployers.org/publications/employment-history-and-reference-checks).  Information provided in this reference reflects the most up to date information available at the time the request was fulfilled. | | |
| Name of the applicant |  | |
| National Insurance number or date of birth |  | |
| Please confirm employment dates | From: To: | |
| Please confirm the applicant’s current/most recent job title and grade |  |  |
| Please confirm applicant’s reason for leaving (if known) |  |  |
| 1. How many days absence (other than annual leave) has the applicant had over the last two years of their employment, and in how many episodes? |  |  |
| 1. **Are there any warnings on the applicant’s record that have not been disposed of?** | Yes □ | No □ |
| If yes, please give details (this may include warnings that could have been imposed, if the individual had not left before an investigation had concluded) | | |
| 1. **Is the applicant under investigation for any matter (incl. conduct, or performance) under any of your employment policies?** | Yes □ | No □ |
| If yes, please give details (this may include any formal action that could have been taken, if the individual had not left before the investigation had concluded): | | |
| 1. Please provide details of when you last completed a check with the Disclosure and Barring Service (DBS) | | |
| * Date DBS check was last completed. * Please indicate the level of DBS check undertaken (basic/standard/enhanced without barred list/or enhanced with barred list) * If an enhanced with barred list check was undertaken, please indicate which barred list this applies to | Date  Level  Adults □  Children □  Both □ | |
| * Did the check return any information that required further investigation | Yes □ | No □ |
| 1. **Are you aware of any recent/outstanding allegations that were made against the applicant that relate to any safeguarding issues/referrals (including any referrals to the DBS)?** | Yes □ | No □ |
| If yes, please give details | | |
| 1. The answers given above have been provided in good faith and are correct to the best of my knowledge and belief.  Referee name (please print): Signature:   Email address: Telephone number:  Date: | | |
| Data Protection  This form contains personal data as defined by the Data Protection Act 2018 (as amended by the General Data Protection Regulation 2018). This data has been requested by the Human Resources/Workforce Department exclusively for the purpose of recruitment. The Human Resources/Workforce Department must protect any information disclosed within this form and ensure that it is not passed to anyone who is not authorised to have this information. | | |