**REFERENCES CONTACT DETAILS**

|  |  |
| --- | --- |
| Name of Applicant |       |
| Post title applied for |       |

Please provide reference details from your current or most recent employer or education establishment. In circumstances where your current employment has not been continuous for a period of more than three years a further employment referee is required. Where you do not have employment history then please provide a character reference. This should not be your spouse/partner or a family member.

Referee details must be consistent with the information you provided on the application form and/or during the interview process. This will be checked and verified. Failure to provide relevant or accurate information may delay your appointment.

Please note – by providing this information you are agreeing that you have gained the consent of your referees to share their personal data with Solihull Council.

**Any offer of employment with Solihull Council is subject to satisfactory references.**

**REFERENCE 1**

|  |  |
| --- | --- |
| Referee name |       |
| Organisation |       |
| Job title |       |
| Type of reference (employer/character/other) |       |
| Period of time the reference will cover. For an employer reference this just cover your period of employment.For a character reference this should cover the period of time that your referee has known you.  | **From****To** |
| E-mail (please note for an employer reference this must be a work email address not a personal email address). |       |
| Daytime Phone number |       |
| Address line 1 |       |
| Address line 2 |       |
| Post code |       |
| Are we able to approach this referee? (yes/no) |       |

**REFERENCE 2**

|  |  |
| --- | --- |
| Referee name |       |
| Organisation |       |
| Job title |       |
| Type of reference (employer/character/other) |       |
| Period of time the reference will cover (how long has the referee known you?)  | **From****To** |
| E-mail |       |
| Daytime Phone number |       |
| Address line 1 |       |
| Address line 2 |       |
| Post code |       |
| Are we able to approach this referee? (yes/no) |       |