

St. Dunstan's Catholic Primary School
Onslow Crescent, Woking GU22 7AX
Employment Reference Consent Form

Information for Applicant:

In order for us to seek employment references from the two referees named on your application form, we need to provide your referees with evidence that you have consented for a reference to be supplied.

Please therefore read the information below and sign to confirm that you understand and consent for your information to be used as described. We will require either the signed original, a scanned emailed copy of this form returned to us or your written permission by email.

This information will be requested prior to interview wherever possible. Please note that, in the event that we make a conditional offer of appointment to you, we may also request additional information from your referees at that stage about the number of days and occasions of sickness absence you had in the last 12 months of employment.

We may also make follow-up contact with your referees before or after an offer of appointment is made should we require further clarity on the information supplied.

This consent form will only be used for the purposes of recruitment to the post named below.

If you have any queries, please contact us before submitting the form.

Name and address of recruiting school/college:	
Post applied for:	

Applicant's declaration	
I hereby authorise you to contact the referees I have named on my application form and to undertake any factual checks relating to other previous employment that you may deem to be appropriate. I understand that a copy of this declaration will be provided to the individuals who are contacted.	
I have read the information above and have also seen a copy of the information which will be requested from my referees. I give my consent for this information to be requested and supplied.	
Signed:	
Print name:	
Date:	

Please return your signed form to us either by post or hand delivery to the school's address, or by emailing a scanned copy to echamberlain@stdunstans.surrey.sch.uk or by written email permission.