

References Consent Form			
Name of Employer ("the Company "):			
Name of Job Applicant ("the Applicant "):			
As the Applicant I hereby consent to the Referee - whose name and relevant contact details have been set out below - providing a reference to the Company named above for the purpose of assessing my suitability for employment with the Company. I authorise my Referees to provide either written and/or verbal references, and this includes both Referees who are previous employers and non-work related personal or character Referees. I agree that any reference provided about me may include information related to - but not necessarily limited to - the following:			
▪ My job title and job duties ▪ Dates of employment ▪ Reasons for leaving ▪ Final salary ▪ Competence ▪ Attitude ▪ Honesty ▪ Attendance record		▪ Timekeeping record ▪ Relations with colleagues and clients ▪ Disciplinary record ▪ Performance management record ▪ Grievances raised ▪ Days & instances of sickness absence ▪ Ability to manage workload and work without supervision.	
I understand that I have a genuine choice as to whether I wish my Referees to provide a reference about me. My explicit consent to the provision and release of a reference to the Company by my Referees is therefore freely given and informed. Finally, I understand that I have the right to withdraw my consent at any time and that I may do this by contacting my Referees directly. I acknowledge that I have been notified that the Company will process any references provided by my Referees in accordance with the terms of the GDPR Privacy Notice for Job Applicants that has been issued to me. This sets out why the Company wishes to process references about me and the lawful basis for doing so - i.e. it is necessary for the purposes of the Company's legitimate interests in conducting due diligence on prospective staff and assessing their suitability for employment.			
Signed by Job Applicant:			Date:

Details of Referee	
Referees Name ("the Referee "):	
Job Title: (if applicable)	
Company: (if applicable)	
Address of Employee:	
Email Address:	
Contact Number:	
Relationship to You: e.g. previous employer etc.	