

Reference request consent form

De Montfort University's policy on references is set out below:

All offers of appointment are made conditional on the receipt of written references that are satisfactory to the university. References will be sought as follows:

Professional services staff	Two references will be sought for the successful candidate once a conditional offer has been made.
Academic and senior staff appointments	*Two references will be sought prior to interview for all shortlisted candidates.
Readership appointments	*Three references will be sought prior to interview for all shortlisted candidates.
Professorial appointments	*Five references will be sought prior to interview for all shortlisted candidates.

* References will only be sought in advance of a conditional offer being made where the candidate has provided their express written consent.

A telephone reference may be sought by the Chair of the panel once consent has been obtained from the candidate, but the reference will need to be confirmed in writing before any conditional offer is considered satisfied.

In all cases, a suitable referee from the candidate's current or most recent employer must be provided as one of the referees unless there is a valid reason why this is not possible.

If the university receives a reference that it regards as ambiguous or unsatisfactory, it will usually discuss the reference with the referee and with the candidate before confirming or withdrawing the offer of appointment.

The university reserves the right to reject a nominated referee on the grounds of unsuitability. The university's decision on whether a referee is suitable for the purposes of providing a reference will be final. The candidate may be asked to provide an alternative referee or the offer may be withdrawn.

The university reserves the right to withdraw an offer of employment where it receives credible information which, if true, would cause the university to consider that the preferred candidate is unsuitable for the position.

The university will act reasonably when reaching decisions about whether or not to withdraw an offer of employment.

Declaration:

I consent to DMU contacting my named referees in accordance with its normal policy if I am the successful candidate following the selection process.

I understand that my referees will not be contacted before a conditional offer of appointment is made except where I have provided written consent to do so on my application form.

Signed:

Date:

Print name:

Please return this completed form to HR Services Team, Eric Wood Building, First Floor, or email it to staff.recruitment@dmu.ac.uk