

HOW TO – OBTAIN A JOB REFERENCE

To ensure that we have the right people in the right jobs with the right skills and attitudes, the Council seek references as part of our pre-employment checks. References should not be used to predict the future performance of an individual, but to give an assessment of the individual against the Role Profile as well as the essential and, where appropriate, desirable requirements of the post applied for.

General Information

- ✓ References should only be requested once a conditional offer has been made.
- ✓ References are intended to provide factual information and an objective assessment of the performance of an individual.
- ✓ References should only be requested from referees identified by the candidate on the application form. If a candidate wishes to change any referee, they must inform the Recruitment Team who will update the record.
- ✓ The Recruitment Team will forward reference(s) to the recruiting manager. It is the recruiting manager's responsibility to review the reference(s) and confirm to the Recruitment Team whether or not they are satisfactory.
- ✓ The preferred candidate is responsible for chasing any outstanding references. Any delay in receiving a reference will delay the candidate's start date and may result in a conditional offer being withdrawn.

Please refer to the [Flow Chart](#) for number of references required for each of the categories –

Regulated Work (except Teachers)

A role that involves working with children/vulnerable groups and requires an individual to be a member of the PVG scheme.

References for posts that require SSSC registration should be obtained in accordance with the SCCC [Codes of Practice](#).

Non-regulated Work

Internal Appointment – references are not compulsory; the recruiting manager has the option of how many references are required, if any.

External Appointment – a minimum of one reference is required. If only one reference is required, this must be from the candidate's current or most recent employer.

Modern Apprentice Posts

One reference is required for Modern Apprentice post as the candidate may have little or no work experience. Modern Apprentices who will be carrying out regulated work are required to provide **two references**.

Driving Posts

Where driving is a regular requirement of a job, **one reference** must be received from a preferred candidate's current or most recent employer prior to employment commencing.

Teaching Posts

A conditional offer of employment will be made following interview and be subject to a satisfactory reference(s).

Internal Appointment – one reference from current Head Teacher or where the preferred candidate is already working within the school, the recruiting manager can choose to accept an email recommendation from the Head Teacher.

External Appointment – two references, one of which must be from the current or most recent Head Teacher.

Casual Worker - ALL

- Candidates are responsible for presenting completed reference(s) to the recruiting manager when they attend for interview.
- The recruiting manager is responsible for ensuring that all references are collected and that the preferred candidate's reference(s) are sent to the Recruitment Team for retention in their personnel file.
- All other references should be scanned and the PDF version emailed to the Recruitment Team. The original versions should then be disposed of as confidential waste.

Casual Teachers (previously known as Teachers Supply List)

Two references should be obtained for external candidates for the teachers' casual workers register, one must be from the current or most recent Head Teacher.

Candidates currently employed as a teacher with Perth & Kinross Council only require **one reference** which must be from the current Head Teacher.

Single Status Casual Workers Register (previously known as Supply Staff)

One reference should be obtained for **internal candidates** and must be from the current line manager.

Two references should be obtained for **external candidates**, one of which must be from the current or most recent line manager.

Agency Workers

Two references should be provided by the **Recruitment Agency**.

The recruiting manager should request references directly from the Recruitment Agency and ensure they meet the standards required for the post.

References should be kept within the recruiting Service, in accordance with the retention schedule.

Receiving Reference Information

Only reference information sought and received in a formal manner within the selection decision-making process should be considered. It is acceptable to receive references by email, even where there is no e-signature but it is the recruiting manager's responsibility to ensure the authenticity of the referee.

Information about a candidate received via an informal route may be incorrect and biased and should not be used as it could considerably increase the risk of unfair discrimination within the selection process which may result in a legal challenge.

If any personal, sensitive information is provided in a reference e.g. health or other issues, please seek advice from Human Resources before proceeding. Any health information will require to be considered by Occupational Health before it can be used as part of our recruitment and selection decision making process.

In the event of receiving an unsatisfactory reference, or if a reference gives cause for concern regarding the future employment of the candidate, please contact Human Resources for advice.