

**Please find below questions of which I am asking via the Freedom of Information Act, in regards to Employment Referencing procedures for a UK-Wide study that is being carried out.**

**1) Do you request references for all of your new applicants or just for certain posts? If only certain posts, please can you confirm the job roles in which you do not need references for?**

We request employer references for all our posts

**2) If you need references for a new applicant, how many do you require, or how far back (in years) do you seek references for?**

For Police Staff-we require 1 employer reference within the last 6 months and 2 personal references for someone who has known the candidates for more than 3 years.

For Police Officer- the same as Police Staff, but we just require 2 Employer References instead of 1.

**3) When a reference is received, do you verify its origin to ensure that it is real?**

We receive the reference directly from either the company or organisation e-mail or a letter with the company letter head.

On occasions we also telephone the Companies

**4) If yes to the above, how is verification undertaken?**

As above

**5) Where verification is carried out, how long can this take? (an average per reference is sufficient. A min max time is also sufficient)**

This varies dependant on priority of vacancy.

**6) If a fake reference is discovered prior to the applicant beginning a role, would the application be terminated?**

Yes

**7) What would happen if a reference was discovered to be fake after the person had started their job? Would this be a legal issue, or dealt with via your in-house procedures?**

The Freedom of Information Act applies to recorded information therefore the Freedom of Information unit are unable to offer opinion, conjecture or speculation. There is no recorded information held.

**8) Have you received a fake reference in the last 2 years?**

No

**9) What is the name and email address of your Head/Director of Human Resources? (or equivalent Head of the department that deals with Workforce, Recruitment or People Services).**

Ali Layne-Smith Director People & Organisation Development

[Contactusnew\\_WMP@west-midlands.pnn.police.uk](mailto:Contactusnew_WMP@west-midlands.pnn.police.uk)