**APPENDIX B - Standard Reference Template (To respond to reference requests from external organisations on former/current CCC employees)**

**STRICTLY PRIVATE AND CONFIDENTIAL**

<Name and address>

<Date>

Dear Sir or Madam

**Reference Request: (Insert name of applicant)**

It is the policy of Carmarthenshire County Council to only provide factual references in relation to former/current employees and therefore the pro-forma you have provided has not been completed.

The following information can be confirmed:

**Employed from:**

**Employed to:**

**Job-title(s):** *(Please list all if more than one post held and dates)*

**Key Duties in most**

**Recent post:** Please refer to job-profile attached

**Salary:**

**Reason for leaving:**

**Disciplinary/Capability/Safeguarding:**

\*I can confirm that no formal disciplinary/capability action/sanction is recorded on file.

\*I can confirm that the following formal disciplinary/capability action/sanction \* is recorded on file/pending\*:

*\*I can confirm that a formal safeguarding record is recorded on file/pending*

*(\*Please insert/delete as appropriate following HR advice)*

**Performance (Optional\*):**

*(\*When commenting on performance you should only include factual and objective information that is already known to the employee – if in doubt please refer to Guidance on References and/or seek advice from your HR Advisor before including any comment in this section)*

**Absence:**

Following the Equality Act 2010 the Council does not automatically provide details of an employee’s absence record unless confirmation is received from the employing organisation that the information request is following an offer of employment to the prospective candidate and with the express consent of the former employee.

Yours sincerely

**Paul R Thomas**

**Assistant Chief Executive (People Management & Performance)**

**Enc: Job profile**