



Caring is our passion... Compassion is our belief...

NOA Healthcare Ltd., Margaret Powell House, 417 Midsummer Boulevard, Milton Keynes, MK9 3BN

Tel: 020 3130 1773 • www.noahealthcare.co.uk • Email: info@noahealthcare.co.uk

Employment History and References

Policy Number 31

Introduction:

All employees are entitled to an employment/professional reference from their employer/manager. Obtaining and reviewing employment/professional references is an essential component of NOA Healthcare's Membership and Compliance process. Disappointingly employers are not responding to requests for references. Currently there is no Legislation enforcing the provision of such references.

Policy:

Previous employment history must be checked before NOA make an offer of employment. References provide us with a track record of a prospective employee's current and previous employment / training history. References and application forms will be cross-checked as part of this process.

We will check a minimum of two references covering a minimum of 3 years employment and or training.

Where a candidate has been, or currently is employed, the referees should include their 2 most recent employers (or more if this does not cover 3 years history). Candidates should provide the organisations HR / Personnel Department or equivalent.

For candidates who have not been in employment for a considerable amount of time but have had previous employment, then we will require one reference from the last known employer and a character reference from a person of some standing within the community i.e. doctor, solicitor, MP,

school teacher etc.

Where the candidate has been self-employed, evidence will be obtained (for example, from HM Revenue & Customs, bankers, accountants, solicitors, client references, etc) to confirm that the individual's business was properly conducted and the candidate's involvement in the business was terminated satisfactorily.

For those candidates who may have recently left college / university, referees could be a teacher / lecturer from the school, college or university.

Where it is not possible to obtain any employment reference at all then we will require two character references, each from a person of some standing within the community i.e. doctor, solicitor, MP, schoolteacher etc.

A suitable referee is defined as a person of some standing within the community i.e. someone with a professional background.

- Accountant
- Bank / Building Society Manager
- Barrister
- Chairman / Director / Manager of a limited company
- Chiropodist
- Councillor
- Dentist
- Director / Manager of a VAT registered Charity
- Director / Manager of a VAT registered company
- Engineer (with professional qualifications)
- Financial Services Intermediary (e.g. stockbroker, Insurance Broker)
- Fire Service Official
- Licensee of a Public House
- Local Government Officer
- Member, Associate or Fellow of a professional body
- Merchant Navy Officer
- Minister of a recognised religion
- Nurse

- Officer of the Armed Forces
- Optician
- Pharmacist
- Police Officer
- Social Worker
- Solicitor
- Surveyor
- Teacher / lecturer

Policy Origin

In House Policy

References

NHS Employment Check Standards

Workers Rights . GOV UK

Date Policy Active

March 2015

Last Review Date:

March 2023

Quality Assurance Reference

POL/31/16