

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: FOI-17-0450 - Employment References
Date: 29 March 2017 14:40:39
Attachments: [Further Information - Right to Review & Appeal.pdf](#)

Dear [REDACTED],

Thank you for your information request of 16 March 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

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?

References are sought for all appointments made as the result of a recruitment process (whether internal or external candidates).

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?

A minimum of 1 reference is required which must be from the current or most recent employer (where applicable), or from the school or university for pupils/students.

Two references are sought for external teaching appointments, posts which are subject to SSSC registration and school support staff.

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

We use information provided by the applicant to make contact with referee/s. This would be matched to employment history on their job application but we do not scrutinise in detail. Also look to send to business e-mail addresses where possible and not @hotmail.co.uk for example.

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

Not applicable.

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

If a Recruiting Manager was not satisfied with the initial reference for any reason, they may seek additional information by contacting the referee/s directly.

No record of how long this can take is held.

ACC is unable to provide you with information on **Where verification is carried out, how long can this take** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

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

Yes, the formal offer would not be made.

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 job application declaration states:

"I understand that (a) appointment to this job will be subject to the information contained in this form being correct (b) canvassing of Elected Members or officials of the Council directly or indirectly shall disqualify and (c) where canvassing or deliberate statement of false information is found to have occurred I am liable to dismissal at any time."

Please print your name below to confirm that you understand and agree with these declarations.'

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).

Ewan Sutherland, Head of Human Resources & Customer Service
esutherland@aberdeencity.gov.uk

We hope this helps with your request.

Yours sincerely,

Grant Webster
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

Information Compliance Team
Communications and Promotion
Office of Chief Executive
Aberdeen City Council
3rd Floor North
Business Hub 17
Marischal College
Broad Street
ABERDEEN AB10 1AQ

foienquiries@aberdeencity.gov.uk

01224 523827/523602

Tel 03000 200 292

*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.

Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

www.aberdeencity.gov.uk