

Ref FOI17 106  
Date 20 April 2017

Dear Sir/Madam

**Request for information under the Freedom of Information Act 2000**

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Please find below/attached the Isle of Wight NHS Trust's response to your request.

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?

**Response – All reference requests are managed in accordance with the NHS Employers recruitment checks standards. These standards can be accessed via the NHS Employers website <http://www.nhsemployers.org/your-workforce/recruit/employment-checks>**

**References are obtained for all appointments to the IW NHS Trust.**

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?

**Response – Minimum period of 3 years continuous employment**

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

**Response – The NHS Recruitment Checks Standards provides details on what is required in relation to how references should be obtained.**

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

**Response - Please see response to Question 3.**

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

**Response – This information is not recorded.**

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

**Response – All offers of employment are subject to the completion of satisfactory pre-employment checks. Offers of employment may be withdrawn if this is not achieved.**

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?

**Response – This would be managed on a case by case basis and in accordance with internal procedures.**

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

**Response - 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)

**Response – Christine Palmer, Executive Director of Financial and Human Resources**

**The Isle of Wight NHS Trust came into existence on 1 April 2012 and does not hold information prior to this date. If you require information prior to this date, please contact the Department of Health.**

**Please note that this response does not constitute consent for direct marketing.**

The Isle of Wight NHS Trust serves a resident population of 140,000 with a substantial influx of tourists during the summer months. The Trust provides acute, ambulance, community, maternity, mental health services on the Isle of Wight. As the only fully integrated service provider in England with this unique range of services comparisons with other service providers are not always straightforward.

A log of this request will be held on a database by the Trust. All hard copy correspondence relating to this request will be held for one year from the date of this letter, before being confidentially destroyed. A copy of this response will be published on the Trust website.

If you are unhappy about the response you have received, you should write and request the Trust to undertake an internal review of your application. A senior member of staff, not previously involved with your request for information, will undertake this review. If you remain dissatisfied with the response received you may complain to the Information Commissioner at the following address:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow

Cheshire  
SK9 5AF

Please do not hesitate to contact this office if you have any further questions.

Yours faithfully

**Freedom of Information Team**