



Reference Form for appointment as a member of TempForce

- **Please read these notes carefully before completing the form. Please use BLOCK LETTERS.**
- You must complete all relevant sections in full. Failure to provide accurate information will delay the processing of your checks.
- Please ensure that you complete and sign the consent form on the last page of the form.
- We need details of **all** employment within the last five years, including part time and temporary work. References will be requested from all current and previous employers within this period, and any educational establishments you have attended.
- You must provide full address and contact details of where the reference request should be sent. This may not be the same as the address at which you worked, so please check this with your current or previous employer before completing the form. In particular, it is important that we have the name of the right person to contact. If you worked through an agency we need details of the agency, not the client organisation you worked for.
- You must give details of two people who can provide a personal reference for you. The referees must have known you for at least five years, preferably in a professional capacity, and not be related to you. We will usually only contact these referees if you have been self-employed, if there are gaps in your employment history, or if we are having difficulty obtaining other references.
- If you have been at school, college or university within the last five years then please give details on the relevant section of this form.
- **It is your responsibility to make sure that all the details provided on this form are accurate.**

Employment History- Start with the current or most recent employer. Please continue on a separate sheet if necessary.

| | |
|------------------------------------|-----------------------------|
| Employer Name: | Position held: |
| Address: | Dates of employment: |
| | From: To: |
| Postcode: | Reason for leaving: |
| | Tel No: |
| Contact name for reference: | Fax No: |

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|------------------------------------|-----------------------------|
| Employer Name: | Position held: |
| Address: | Dates of employment: |
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Personal References

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| Name of referee: | Occupation: |
| Address: | Tel No: |
| | Email address: |
| Postcode: | |
| Relationship to you: | How long have you known this referee? |

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|-----------------------------|--|
| Name of referee: | Occupation: |
| Address: | Tel No: |
| | Email address: |
| Postcode: | |
| Relationship to you: | How long have you known this referee? |

Education Details. Please continue on a separate sheet if necessary.

| | |
|---|-----------------------------|
| Name of school/college/university: | Department: |
| Address: | Course name: |
| | Dates of attendance: |
| | From: |
| | To: |
| Postcode: | Tel No: |
| Contact name for reference: | Fax No: |

| | |
|---|-----------------------------|
| Name of school/college/university: | Department: |
| Address: | Course name: |
| | Dates of attendance: |
| | From: |
| | To: |
| Postcode: | Tel No: |



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| Contact name for reference: | Fax No: |
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Consent Form

I, give permission for confidential information relating to my previous employment to be released to Hampshire Constabulary under the provisions of the Data Protection Act.

Full name.....

Date of birth.....

Signed.....

Date.....

