

## REFEREES

Please give the names and addresses of two referees (**one of whom should be your current or most recent employer the other should be your 2<sup>nd</sup> most recent employer**) who can comment on your suitability for this post. Relatives or friends may not be given as referees. References may be taken up from candidates who are short listed for interview.

It is The Benenden Healthcare Society Limited policy that satisfactory references are obtained prior to a formal offer of employment being made.

	Present / Most Recent Employer		2 <sup>nd</sup> Most Recent Employer
Company:	<input type="text"/>	Company:	<input type="text"/>
Name & Position	<input type="text"/>	Name & Position	<input type="text"/>
Capacity in which known	<input type="text"/>	Capacity in which known	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

*Please could you indicate below how you heard of the vacancy to which you are applying*

Benenden Website	Online Job Board <i>Please state which</i>	Referred by a Friend <i>Please state name</i>	Social Media <i>Please state which</i>	Agency	Other
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## CONSENT TO PROCESS

The Benenden Healthcare Society Limited will use this form during the recruitment process. In the event that you are offered a position, this form will be kept together with your terms and conditions of employment and be used to process such information as may be necessary for the proper administration of the employment relationship, both during and after employment. In the event that you are unsuccessful, this form will be retained for seven months and subsequently disposed of confidentially.

## DECLARATION

I confirm that the information that I have provided is correct. I consent to the use of this information during the recruitment process, to obtain reference information.

Name:

Signed:

Date:

**Please note that failure to disclose relevant details or a deliberate attempt to falsify information may ultimately lead to the retraction of an offer of employment or dismissal.**

Please return this form with your CV and supporting letter to: [recruitment@benenden.co.uk](mailto:recruitment@benenden.co.uk)  
Or post to: Benenden, Holgate Park Drive, York, YO26 4GG