



Derry City & Strabane
District Council

Comhairle
**Chathair Dhoire &
Cheantar an tSratha Báin**

Derry Cittie & Stràbane
Destrict Cooncil

Ref: FOI / 1161

12 April 2017

Ms

Email: @gmail.com

Dear Ms

Freedom of Information Act 2000 Request Employment Referencing Procedures

I refer to your FOI request as above.

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?
Yes, we request references for all our new applicants.
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?
2 references per successful applicant. The first referee should be from a current/most recent employer and be in a direct supervisory/managerial capacity. The second reference, where possible should be a previous employer
3. When a reference is received, do you verify its origin to ensure that it is real?
No
4. If yes to the above, how is verification undertaken?
N/A
5. Where verification is carried out, how long can this take? (an average per reference is sufficient. A min – max time is also sufficient)
N/A

Derry

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98 Strand Road
Derry
BT48 7NN

Strabane

C/o Council Offices
47 Derry Road
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BT82 8DY

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info@derrystrabane.com
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6. If a fake reference is discovered prior to the applicant beginning a role, would the application be terminated?
[We would endeavour to investigate the matter](#)
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?
[We would endeavour to investigate the matter](#)
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).
Paula Donnelly, Lead Human Resources Officer,
paula.donnelly@derrystrabane.com

If you are dissatisfied with our response you have rights of review and appeal; these rights consist of two review processes.

Firstly our internal review procedure is available by contacting:

John Kelpie
Chief Executive
Derry City and Strabane District Council
98 Strand Road
Derry BT48 7NN
Tel 028 71253253 or email john.kelpie@derrystrabane.com

Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
CHESHIRE SK9 5AF
Tel: 0303 123 1113 (local rate) or email: casework@ico.org.uk

Yours sincerely

Lead HR Officer