[to be copied onto departmental letterhead]

## Request for a reference for [applicant name]

The above-named is being considered for the post of [post title] (please see enclosed job description for details) and has indicated that you would be willing to provide a reference.

In providing this reference I should be grateful if you could comment on the following:

* the candidate’s relationship to you as a referee and how long you have known them in this capacity
* the candidate’s ability, in your opinion, to meet the selection criteria outlined in the enclosed job description

[*where the referee is a previous employer/line manager]*

* the dates of the candidate’s employment with you, and job title
* the candidate’s reason for leaving your employment
* the candidate’s current salary/salary on leaving
* whether there are any disciplinary or other formal employment proceedings against this candidate which are still considered ‘live’ (including any in process at present/at the time the employment ended)
* whether, in the event of a suitable vacancy arising, you would re-employ this person
* the candidate’s performance during their employment (eg, quality of work, relationship with colleagues, communication skills, time-keeping)
* [for internal candidates only: whether the candidate has successfully completed their probation period, and if not whether they would have confirmed the candidate in post at the end of the probation period without extension or any further process]
* *where relevant, such as for research posts* any impact of Covid-19 on the candidate’s work

References should be marked as “Strictly Confidential” unless you are willing to waive confidentiality and allow the candidate to see the reference, in which case please indicate that this is the case when you return the reference.

Unless you choose to waive confidentiality, all references received will be treated as strictly confidential, and held in accordance with the UK General Data Protection Regulation (UK GDPR) and related data protection legislation. Confidential references are exempt from disclosure to the applicant under Schedule 2, Paragraph 24 of the Data Protection Act 2018. However, you should be aware that there may be future circumstances in which the evaluation could be disclosed to the applicant (for example, in the context of litigation). Details of the terms of use for recruitment data recipients can be found at <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>

May I take this opportunity of thanking you in advance for your assistance; your prompt reply would be much appreciated.

Yours sincerely