

References

Important information for all Applicants

To ensure that the recruitment procedure proceeds as quickly as possible you must provide the appropriate information in respect of your references on your application form.

It is the responsibility of the applicant to ensure that they have approached the referees and received their permission to put their name forward.

Your referees must be someone in a position of responsibility who can comment on your work experience, competence, personal qualifications and suitability for the post.

As a minimum your references must include:

- Your current or most recent line manager.
- Any previous line managers for the last 3 years of your employment/academic history (as appropriate). If you are a student, please provide contact details of a teacher/lecturer/tutor at your school, college or university.
- E-mail addresses should be supplied wherever possible as all references will be sent via e-mail together with telephone numbers where possible.
- If you are unable to produce e-mail contact information, your application may be delayed.

Please note that personal references such as friends and relatives are not acceptable.