**Reference for Details Snap Care**

**Before your interview:**Please complete the form below and email it back to us with references covering ideally **your last 5 years of employment**. (If you have had more than 4 jobs in this time, please call us and I’ll let you know which references would be most suitable).

**Current / Most Recent Employer**
We will need details of your current or most recent employer, but we will not contact them until you have been interviewed by us and you have given us permission to do so.

**Say hello to your referees!**Please contact your references first and to ask their permission for us to contact them. It’s polite and will speed up the process.

**Who can be a referee?**
Referees must be people who have employed you or known you in a professional capacity such as a college tutor. Friends, relatives and colleagues are not acceptable as referees. (You can provide a colleague who is your superior / line manager, if you also provide your employer). You are welcome to give us copies of written references you have; however, we will still need to contact referees directly.

**Travelling**If you have been travelling or working outside of the UK please provide confirmation of travel (tickets /booking forms/booking confirmation emails, passport stamps / visas etc.)

|  |  |
| --- | --- |
| Your Name: |  |
| Name of Current / Most recent Employer  |  |
| Company if applicable |  |
| Referee’s Position/Title  |  |
| Okay to contact Now? | Yes[ ]  No [ ]   |
| Email Address (professional email unless private family) |  |
| Full Address |  |
| Telephone |  |
| Dates employed |  |
| Name Reference 2 |  |
| Company if applicable |  |
| Referee’s Position/Title  |  |
| Okay to contact Now? | Yes[ ]  No [ ]   |
| Email Address (professional email unless private family) |  |
| Full Address |  |
| Telephone |  |
| Dates employed |  |
| Name Reference 3 |  |
| Company if applicable |  |
| Referee’s Position/Title  |  |
| Okay to contact Now? | Yes[ ]  No [ ]   |
| Email Address (professional email unless private family) |  |
| Full Address |  |
| Telephone |  |
| Dates employed |  |
| Name Reference 4 |  |
| Company if applicable |  |
| Referee’s Position/Title  |  |
| Okay to contact Now? | Yes[ ]  No [ ]   |
| Email Address (professional email unless private family) |  |
| Full Address |  |
| Telephone |  |
| Dates employed |  |
|  |  |
| Name Reference 5 |  |
| Company if applicable |  |
| Referee’s Position/Title  |  |
| Okay to contact Now? | Yes[ ]  No [ ]   |
| Email Address (professional email unless private family) |  |
| Full Address |  |
| Telephone |  |
| Dates employed |  |
| Name Reference 6 |  |
| Company if applicable |  |
| Referee’s Position/Title  |  |
| Okay to contact Now? | Yes[ ]  No [ ]   |
| Email Address (professional email unless private family) |  |
| Full Address |  |
| Telephone |  |
| Dates employed |  |

**Please return to** **info@snapcare.co.uk** **prior to your interview.
Any questions, please just call 020 7729 2200. Thank you**.

Please note: References remain the property of Snap Care. We will only use references for the purpose of finding you suitable employment. You can request to come to the Snap office to read references we have obtained for you, but we are unable to provide copies for you to keep.