



BLACKBURN
with
DARWEN
BOROUGH COUNCIL

REFERENCE GUIDANCE

When applying for any role with Blackburn with Darwen, whether it's a casual role or a permanent one, you will need to provide two referee details.

Your first referee needs to be your current (or most recent) employer. The details we require are:

- The name of your line manager or HR department
- A telephone number of the organisation
- An email address which contains the organisation's name rather than a personal email address. For example, john.smith@blackburn.gov.uk and not johnsmith87@yahoo.com

Your second referee can be another previous employer or a character referee. The details we require are:

- The name of your referee
- The referee's relationship to you
- The referee's telephone number
- Character referees should be someone who can talk about your personal qualities such as a coach, client, teacher, or colleague.
- If you provide another employer referee, please ensure you provide an email address which contains the organisation's name rather than a personal email address. However, if you provide a character referee then it is okay for the email address to be a personal one

Some further notes regarding referees:

- If you have not worked previously then you can provide the details of your most recent place of education. As with employer referees we would expect the email address to contain the educator's name.
- You should speak to your referees prior to providing us with their details
- Once we have requested details from your referees we will chase them once, after that it is your responsibility to chase your referee to provide us with a reference.
- If no reference has been received, or unsatisfactory references have been received, Blackburn with Darwen may revoke your offer of employment.

Trust

Respect

Ambition

Collaboration

Kindness

Proud
to be
BwD