



Reference Request Policy

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Reference Request Policy

A) INTRODUCTION

To hire candidates correctly, Pineapple Talent applicable):

provide the following when recruiting (when

- Job description
- Person specification
- Recruitment advertising checklist
- Offer letter
- Reference requests
- Statement of Main Terms of Employment (SMT)
- Employee Handbook
- Deductions from pay agreement
- Restrictive covenant agreement
- Checklist for managing induction process.

We require Five years of references from a candidate upon their application for employment.

Offer of employment is conditional upon and subject to the receipt of satisfactory references as well as evidence of the candidate's eligibility to work in the United Kingdom. Pineapple Talent are dedicated to ensuring the safety and welfare of vulnerable individuals, therefore all offers of employment are subject to a DBS check, we apply for a standard/enhanced DBS for all candidates via our internal process.

B) REQUIREMENTS



- 1) All references gathered must include an email address that is a company address.
- 2) Email addresses from personal accounts will not be accepted.
- 3) References must cover the last 5 years for the candidates.
- 4) If a reference is unresponsive, the candidate may be asked to provide another.

Failure to any of the above requirements, could result in retraction of the offer.

