**Appendix 3b – reference request form**

**Requests for referees**

Please provide names and contact details of two people who may be asked to act as referees for you, at least one of whom must have knowledge of your work relating to your most recent professional and/ or voluntary activity. They will be expected to have authoritative and personal knowledge of your achievements in a professional or public service capacity.

|  |
| --- |
| Reference 1: |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Reference 2: |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

Please note that for applicants called to interview, we will approach your referees prior to interview.