

## Reference request cover sheet

Data Controller: <<insert Company Name>>

Following your application for employment from your previous employer, we would like to obtain a work reference about your suitability for the role you have applied for.

In order to comply with data protection law, we need your consent to obtain employment references about you. Please indicate below whether or not you give such consent.

You may withdraw your consent at any time by contacting <<insert name, job title and email address>>.

I do/don't like to obtain a work reference about my suitability for the role you have applied for.

I do/don't give my consent to obtain employment references about me below whether or not you give such consent.

By contacting <<insert name, job title and email address>>, I agree to provide you with a work reference about my suitability for the role you have applied for.

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Name:

Address:

Email address:

***I give/do not give consent to the use of my details for employment purposes in connection with my application for employment.***

***I do/don't give my consent to the use of my details for employment purposes in connection with my application for employment.***

(Please delete as appropriate)

Signed:

Date: