

My References

Getting a job often depends on being able to provide details of past employers who can confirm your suitability for job vacancies. In fact many employers require you to have a minimum of two referees (typically they need to be from a previous employer or school/college).

Completing this activity will help you identify who should act as your referee..

Sometimes you will have a number of people who could act as your referee. If this is the case you should consider what the reference may suggest to an employer and who would be most able to positively represent you.

For example, a reference from a previous employer may suggest you have left on good terms and that you were a positive asset to the organisation. A reference from the local trade organisation may show that you have competence in a particular trade and have a positive reputation.

If you feel you do not have any suitable references that will enhance your prospects you should still complete the form as much as possible and consult your Work Coach. They will be able to discuss a number of ways you could overcome this.

You will be informed when you need to complete this activity by and what happens next

Reference 1: (this should be your last employer, if you are applying for your first job then you should put your school/ college here)

Name and occupation of reference 1:
(e.g. John Smith, Warehouse supervisor)

Name of organisation and relationship to you:
(e.g. ABC Ltd. – Previous employer)

Contact details:
(e.g. 01234 567890, j.smith@abc.co.uk)

Have you confirmed they are happy to be a reference?

Reference 2: (this could be a previous employer, alternatively you may also want to consider somebody else who can confirm your suitability this should not be a family member).

Name and occupation of reference 2:
(e.g. John Smith, Warehouse supervisor)

Name of organisation and relationship to you:
(e.g. ABC Ltd. – Previous employer)

Contact details:
(e.g. 01234 567890, j.smith@abc.co.uk)

Top tip: to save space on your CV, you may want to simply put “**References available upon request**”. This signals to an employer that you will have references available when required.

Reference 3:	
Name and occupation of reference 3: (e.g. John Smith, Warehouse supervisor)	
Name of organisation and relationship to you: (e.g. ABC Ltd. – Previous employer)	
Contact details: (e.g. 01234 567890, j.smith@abc.co.uk)	

What to do if you do not have suitable references

Having a referee who can confirm your ability to do a job, your reliability and your work ethic is a really useful asset in finding a job. Therefore it is important to consider how this can be overcome if for whatever reason you do not have access to a suitable reference.

If you are unable to obtain a reference for whatever reason (maybe you left your last job prematurely or simply haven't worked for a long period of time), it is important that you take steps to minimise the impact of this by identifying people who could give you a reference in the future. You may want to consider doing some work experience, volunteering or a part-time course, as this is an excellent way of both increasing the quality of your CV and obtaining a good reference.

Who else maybe able to provide you with a good reference in the future?

<p>Think about people who you could potentially obtain references from in the future – try to write down at least four.</p> <p><i>e.g. I could enroll on a computer course at my local library, and once I have finished ask my tutor to be my reference.</i></p>