



IDENTIFICATION AND ACCESS CONTROL

A DIVISION OF THE SECURITY DEPARTMENT

Guide for References

The purpose of referencing is to ensure that there is clear evidence of where an individual has been and what they have been doing during the period in question.

The following classes of references exist:

- a) Employment Reference
- b) Personal Reference
- c) Education Reference
- d) Gap Reference

Employment References (including current, self-employment)

- a) Employment References should only be accepted from those authorized to issue such references, e.g. H.R. Department.
- b) Where the ID Badge applicant has been self employed a Self Employment Reference to substantiate this claim must be produced (Article of Incorporation etc.)
- c) Where gaps in employment, in excess of 28 days occurs, then a Gap Reference (see Gap Reference) must also be provided.

Personal References

- a) A personal reference should be provided by someone who has known the ID Badge applicant for a minimum of 2 years immediately preceding the date of application and can confirm that regular contact has been maintained during the 2 years.
- b) The personal referee must have known the individual for the entire period of the reference.
- c) The personal reference must show the referee's home address and telephone number and must show that the referee knows the ID badge applicant outside of a work or professional environment.
- d) Where for ease of contact, a business address is listed, the referee's home address and telephone contact must also be included for recording purposes.
- e) The following shall not provide Personal references on behalf of an ID Badge Applicant:

- Immediate family members
- Current or ex relatives by marriage
- Relatives by adoption, including cousins
- Current or ex partners and their relatives
- Persons living at the same address
- Individuals under the age of 16 years

Education References

- a) For ID Badge applicants who are still attending or have just left statutory education, a reference from their most recent educational establishment will be required.
- b) The reference should come from the secretary/administrator/bursar rather than the tutor/teacher to avoid potential personal involvement.
- c) Sponsoring Companies are reminded of the requirement for a minimum of two (2) references.

Gap References

- a) The gap reference must provide specific information regarding the ID Badge applicant's activities and whereabouts during the specific period in question.
- b) The referee must provide the information in his/her own words and from his/her own knowledge of the ID Badge applicant's whereabouts and activities during the gap period.
- c) The referee must have known the ID Badge applicant for a minimum period of 24 months and must have known the ID Badge applicant during the entire period being referenced.
- d) The following shall not provide Gap references on behalf of an ID Badge applicant:
 - Immediate family members
 - Current or ex relatives by marriage
 - Relatives by adoption, including cousins
 - Current or ex partners and their relatives
 - Persons living at the same address
 - Individuals under the age of 16 years

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