

**Cardiff & Vale University Health Board
Internal Appointments Process**

Verbal Reference Pro-forma

A verbal reference must be obtained from the applicant's current line manager and a copy must also be placed on the individual's personal file (paper or electronic copy)

Job/Vacancy Title	
Directorate	
Clinical Board	

Referee's Name	
Referee's Job Title	
Directorate	
Clinical Board	

Applicant's Name	
Please can you provide their start and end date of employment	
What is their job title and main duties in the role?	
Is the individual under (or pending) investigation/disciplinary for any matter (including conduct, bullying and harassment, capability or	Yes/No If yes, please provide details:

performance) under any of your employment policies?	
Is the individual subject to any restrictions in practice or referrals to regulatory/professional body?	Yes/No If yes, please provide details:
How many days sickness has the individual had over the last 2 years and how many episodes?	

Reference obtained by:

Name	
Job Title	
Directorate	
Clinical Board	
Date	