



**SAFE**  
COMPUTING

## Safe Example Candidate Reference Pack

<b>Candidate:</b>	Jason Parker
<b>Date Requested:</b>	Saturday 02 April 2011
<b>Consultant:</b>	

### References Taken

Type	From Date	To Date	Organisation / Institution / Reason	Received
Employment	28 Sep 2009		LittleCorp	04 Apr 2011
Employment	14 Mar 2005	04 Sep 2009	BigCorp	03 Apr 2011
Employment	05 Jul 2004	11 Mar 2005	BigCorp	03 Apr 2011
Academic	03 Sep 2001	30 Jul 2004	University of Time	03 Apr 2010

<b>Pack Requested By:</b>	Toby Irvine
<b>Date Completed:</b>	Monday 04 April 2011

## Personal Reference

	Provided By Candidate	Corrected By Referee
<b>Occupation:</b>	Solicitor	-
<b>Relationship To Candidate:</b>	Friend	-
<b>Period Known:</b>	5 years +	-

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Response received via telephone: 2011-04-03 14:24

Notes:

Confirmed relationship with Jason Parker over the phone. Is a solicitor and has known Jason for 12 years.

## Employment Reference

### Position: Senior Programmer at BigCorp

	Provided By Candidate	Corrected By Referee
Start Date:	14 Mar 2005	-
End Date:	04 Sep 2009	-
Organisation:	BigCorp	-
Department:	-	-
Position:	Senior Programmer	-

### Position: Junior Programmer at BigCorp

	Provided By Candidate	Corrected By Referee
Start Date:	05 Jul 2004	-
End Date:	11 Mar 2005	-
Organisation:	BigCorp	-
Department:	-	-
Position:	Junior Programmer	-

I confirm that I am the named referee, Thomas Cosby, and that the above information is correct to the best of my knowledge.

Signed electronically: 2011-04-03 13:13

**Thomas Cosby**

Manager  
BigCorp

Tel: 020 222 4444

Email: thomas.cosby@example.com

### Ratings & Comments

	Not given	Poor	Average	Good	Excellent
Time Keeping					✓
Flexibility					✓
Honesty & Integrity					✓
Technical Knowledge				✓	
Communication				✓	

#### Why did this person leave your employment?

*Relocating to another part of the country.*

#### If appropriate, would you hire this person again?

*Yes, we would hire Jason again.*

#### Any further comments:

*[Not answered]*

## Employment Reference

### Position: Lead Programmer at LittleCorp

	Provided By Candidate	Corrected By Referee
Start Date:	28 Sep 2009	-
End Date:		-
Organisation:	LittleCorp	-
Department:	IT	-
Position:	Lead Programmer	-

Response received via mail: 2011-04-04 04:40

Notes:



June 20, 2008

Hiring Manager/HR Manager

Subject: Einar D. Rowan

**Dates of Employment**  
April 30, 2007 – December 23, 2007; employment with Enginuiti, Inc.  
December 24, 2007 – March 7, 2007; employment with Administaff – Enginuiti, Inc.  
(Administaff "PEO" - Enginuiti, Inc. "client company")

**Job Title**  
Technology Consultant

**Reason for Separation/Termination of Employment Relationship**  
Layoff – Employer terminated employment relationship due to lack of available work, position elimination, or company restructuring which may be due to change in the client company's business operation or some other circumstance unrelated to the employee's conduct or performance.

**Company Information**  
Enginuiti, Inc.  
8321 Old Courthouse Road  
Suite 120  
Vienna, VA 22182  
703-620-2266 (p)  
703-783-0723 (f)  
[pth@enginuiti.com](mailto:pth@enginuiti.com) (email)  
[www.enginuiti.com](http://www.enginuiti.com) (URL)

Respectfully,

  
Patrick M. Hardiman  
President

8321 Old Courthouse Road, Suite 120 - Vienna, VA 22182 - Voice 703.620.2266 - Fax 703.783.0723  
[WWW.ENGINUITI.COM](http://WWW.ENGINUITI.COM)

## Academic Reference

### Qualification: BSc Horology at University of Time

	Provided By Candidate	Corrected By Referee
<b>Start Date:</b>	03 Sep 2001	-
<b>End Date:</b>	30 Jul 2004	-
<b>Institution:</b>	University of Time	-
<b>Department:</b>	-	-
<b>Course Studied:</b>	BSc Horology	-
<b>Grade Achieved:</b>	2:1	-

Response received via fax: 2010-04-03 09:24

Notes:

  
MUNICH INTERNATIONAL SCHOOL

23 September 2004

To whom it may concern,

It is with much pleasure that I write this letter of reference for Kimberly Cofino. Having worked closely as a colleague of Ms Cofino for the past two years in the department of Technology at the Munich International School, I have had the opportunity to work with and benefit from her pedagogical expertise in the many projects we have helped each other develop.

Kim's positive attitude, her energy, professionalism and her willingness to accept challenges are all qualities that make her a valuable and respected team player in the department. These personal attributes as well as her diligence and commitment to her work enhance her high performance level and speak strongly of the attitude with which she approaches all that she undertakes.

She has always demonstrated exemplary work habits while meeting deadlines and completing multiple assignments with ease and competence. This has not been an easy task considering that she has over four hundred students in the Middle School – she is the most organized person I know!


Her expertise in the field of Information Technology is excellent and many of her co-workers as well as her superiors rely on her knowledge in this area for direction and guidance.

It is without a doubt that Kim's achievement, self-motivation, and personality make her a very strong candidate for any job in the field of education.

Sincerely,  
  
Sabine Cossette  
Academic IT Coordinator, Senior School

MIS - Munich International School e.V. - Schloß Buchhof - D-82319 Starnberg - Germany  
Phone: 08151/366-0 - Fax: 08151/366-139 - e-mail: admissions@mis-munich.de - www.mis-munich.de  
Accredited by the European Council of International Schools and the New England Association of Schools and Colleges  
Authorized by the Bavarian Ministry of Education  
Dresdner Bank Starnberg - Acct. No. 434 280 000 - 812 700 800 00



<b>Name:</b>	F ROSSINI DEL MONTE PIU LUNGO DI QUARA		Electronic Decision:	Pass
			Document Number Check:	Pass
			Expiry Date Check:	Pass
			Date Of Birth Check:	Pass
<b>Date of Birth:</b>	08 December 1968 (42 years, 4 months)		Personal Number Check:	
			Basic Printing:	
			Letter Type:	
<b>Gender:</b>	Female		<b>MRZ line(s):</b>	
<b>Nationality:</b>	ITA		P<ITAROSSINI<DEL<MONTE<PIU<LUNGO<DI<QUARA<<F	
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<b>Personal Number:</b>				
<b>Document Type:</b>	Passport			
<b>Document Number:</b>	KK0000000			
<b>Expiry Date:</b>	01 April 2017 (5 years, 12 months)			

<b>Full Scan</b>			
Laminate:	Pass	Optical Ink:	
Kinegram/Hologram:		Expert Decision:	Pass
Image Perforation:			
Technical document shows no characteristics of forgery or falsity.			

(Source: 192.com Business Services)

## Appendix B: Online Checks

Search Details			
<b>Date:</b>	16 March 2011 07:57	<b>Standardised Address:</b>	00021 ROWLANDS CLOSE BARNTON MILLS TRAINING TOWN ISLE OF SKYE
<b>Name:</b>	Elizabeth Storey		
<b>Address:</b>	21		
<b>Postcode:</b>	IV44 8TZ		
<b>Country:</b>	GBR	<b>Postcode:</b>	IV448TZ
<b>Search Reference:</b>	7BE38CF6-E1EA-49DE-BDC0-52FF171EC27B		

Report Summary			
Credit Reference:	Caution	Fraud:	Caution
Electoral Roll:	Match	Related Searches:	-
Individuals:	-	Deceased:	-
Telephone:	Match	IP Address:	-
Directors:	Match	BIN:	-

Credit Reference			
(CRA) Active Credit Account:	Match	Bank of England (BOE):	-
(CRA) Date of Birth:	-	Politically Exposed (PEP):	-
Electoral Roll:	Match	Office of Foreign Assets Control (OFAC):	-
Electoral Roll Date of Birth:	-	Deceased:	-
Telephone Directory:	-	County Court Judgement (CCJs):	Caution
Phone Number:	-	Change of Address:	-
Total Number of Verifications:	3	CIFAS:	-

Electoral Roll			
<b>Name:</b>	Elizabeth Storey	<b>Gender:</b>	
<b>Address:</b>	21 Rowlands Close Training Town	<b>Years:</b>	2005, 2006, 2007, 2008, 2009, 2010
<b>Postcode:</b>	IV448TZ	<b>Time at Address:</b>	6 years

Telephone			
<b>Number:</b>	01555 232 515	<b>Type:</b>	Residential
<b>Listing Type:</b>	Director Enquiries		

Directorships			
<b>Name:</b>	Elizabeth Storey	<b>Organisation:</b>	
<b>Address:</b>	21 Rowlands Close Training Town IV448TZ	<b>Address:</b>	

Deceased			
No matches.			

(Source: 192.com Business Services)