



Employment Reference for Former Employees

It is Company Policy to only confirm Job Title and Dates of Employment.

Making a request

To assist us, all employment reference requests for former IFDS Employees should include the following information:

- Full Name
- Staff Number (if known)
- Date of Birth
- NI Number (if known)
- Dates of employment
- Job Title
- A signed declaration from the candidate giving permission to approach former employers.

Reference requests may be sent by post, fax or e-mail to:

Human Resources Administrator E-mail: hradmin@ifdsgroup.co.uk
International Financial Data Services Tel: 01268 444807
Fairbairn House Fax: 0844 9310008
Parkway
Chelmsford
Essex CM1 1WB

Please note we do not give verbal references. Also, we do not confirm any periods when the employee worked at IFDS via an agency.

Please note this e-mail address is for reference requests only, all other e-mail requests sent to this e-mail address will be deleted.

Turnaround Time

Reference requests are processed every **Wednesday** and **Friday** and are sent by Post or Fax only.