

**REFERENCE CHECK FORM ON DEALERS**  
**Sample Letter from Prospective Employer to Previous Employer**

Date: \_\_\_\_\_

To: [ insert name of financial institution which was previous employer ]  
 Attention: [ insert name and/or designation of addressee officer ]

Subject: Reference Check - Dealer

Name: [ insert as in NRIC/Employment Pass/Passport ]  
 NRIC/Employment Pass/Passport No.: \_\_\_\_\_

We are considering offering employment to the above-mentioned person and understand that the above-mentioned person was previously employed or engaged by your company. In compliance with the Association of Banks in Singapore (ABS) Dealers' Employment Reference Checking Policy, kindly provide us with the following information about the above-mentioned person whilst he/she was employed by you.

(A) Minimum Information about the above-mentioned person (Obligatory)

1. Period of employment : From \_\_\_\_\_ to \_\_\_\_\_
2. The reason for his/her leaving the organisation:  voluntary  
 involuntary. If involuntary,  
 Restructuring, or  
 please provide details:  
 \_\_\_\_\_
3. Last position held (please include corporate & functional title): \_\_\_\_\_
4. Was he/she been subject to any formal disciplinary penalty/sanctions as determined by the organization (e.g., termination of employment, written warning, suspension, or other formal disciplinary sanction)?  
 Yes  No  
 If Yes, please provide brief details of the incident and the action taken:

Date	Nature of Incident	Action Taken

The information is to be provided in good faith and on a "to the best of our knowledge" basis extracted solely from available records and is not to be considered a warranty of truth and accuracy.

For clarification or further information, please contact: Name of Officer / Fax / Tel / E-mail:  
 \_\_\_\_\_

(B) Optional Information

[ insert as appropriate ]

\_\_\_\_\_

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We undertake to treat all information provided by you with the strictest confidentiality.

Please note attached to this letter the above-mentioned person's written confirmation to:

- (i) authorise us to conduct this inquiry; and
- (ii) waive and release you from liability for any information provided by you in response to this inquiry.

Please do not hesitate to contact us for further clarification. We would appreciate if you could revert within the next fourteen (14) days. If there is going to be a delay, kindly let us know when we can expect a reply from your company.

Thank you for your kind assistance and expedient reply to our inquiry.

Yours sincerely

Signature:

Name of authorised personnel:

Designation / Department:

[ *insert name of financial institution* ]



## Reference Form on Dealers

### Guidelines for use of Reference Check Form (RCF)

#### **1. Scope and Objective**

- 1.1 The Reference Check Form will be used for prospective employees whose prospective scope of work includes conducting trading & treasury activities..

#### **2. Implementation Date**

- 2.1 The RCF will be used for applications received on 17 June 2013 and thereafter, and is not to be applied retrospectively.

#### **3. Number of Past Principals / Employers to be approached**

- 3.1 The prospective Principals / Employers will conduct reference check with the immediate past principal / employer of the prospective employee.
- 3.2 If the prospective employee's immediate past contract / employment was for less than one year, then the reference check will be conducted with the last two principals / employers.

#### **4. Optional Information**

- 4.1 The prospective Principal / Employer is at liberty to request for more information under Section (B).

#### 4.2 Examples

- A Bank may request for its standard reference check form to be additionally completed.
- An Insurance Company may request for "Production in the last 12 months", or "Persistency Ratio in the last calendar year".

- 4.3 Please note that the information to be provided in this Reference Check Form is limited to the past five (5) years from the date on this Form. On a case-by-case basis, banks may go beyond the 5-year period if they deemed it necessary.

#### **5. Written confirmation from prospective employee**

- 5.1 At the time of job application or before an offer of employment is made, the prospective Principal / Employer shall ensure that the prospective employee signs the written confirmation (i) authorising the prospective Principal / Employer to conduct the reference check inquiry and (ii) waiving and releasing the past principal(s) / employer(s) from liability for information provided in response.
- 5.2 A separate written confirmation is to be signed by the prospective employee for retention by the prospective Principal / Employer and each past principal(s) / employer(s) who is to receive a RCF.
- 5.3 The written confirmation may form part of the RCF itself or may be a separate document. If a separate document, an original signed copy of the written confirmation must be sent to each past principal(s) / employer(s) who is to receive a RCF.