

How can I get a reference for a prospective employer, mortgage or tenancy application?

Please be aware that it is not Company policy to provide references to current or ex-employees personally. Should a prospective employer, mortgage provider or landlord write to us, we will, of course, be pleased to issue a reference directly to them.

To comply with General Data Protection Regulations, we will not release a reference request without a consent form which can be found below. Please forward the completed consent form to the third party as they will need to submit it, together with the reference request to External.Enquiries@tesco.com or by post to the following address:

Payroll Team

Tesco House

Ground Floor

Smile Building

Shire Park

Kestrel Way

Welwyn Garden City

AL7 1GA

We will supply a standard employment reference confirming the dates you were employed and your most recent job title. For mortgage and tenancy references, a copy of your most recent payslip will be enclosed with the reference sent to the mortgage provider or landlord.

If you need a more detailed reference you can ask your manager to provide you with a personal or character reference. This will come directly from them and will clearly state that it's a personal reference.

Tesco Payroll Reference Authority Form

Please be informed that it is not company policy to provide personal references to current/ex-colleagues. If a landlord, mortgage company or prospective employer writes to us, we will issue a reference directly to them at the address shown on their letter head / email.

Before we provide any information, we need to be sure that our colleagues are happy for us to do this. For mortgage or tenancy references, colleagues will also need to specify whether payslip data is released if requested.

TO BE COMPLETED BY COLLEAGUE/EX-COLLEAGUE: (PLEASE USE CAPITAL LETTERS)

I, (Name of Colleague)

Tesco Colleague number	1	2	3	4	5	6	7	8	
National Insurance number*	A	B	1	2	3	4	5	6	C
Date of Birth*	d	d	m	m	y	y	y	y	

***Mandatory**

authorise Tesco to provide **Employer*/Mortgage*/Tenancy*** reference to:

**please delete as appropriate*

(Name of Third Party)

A mortgage or tenancy reference **can*/cannot*** include my payslip details for the period stated in the Third Party's supporting letter or form.

**please delete as appropriate*

Handwritten Signature: _____ Date of Signature: ____/____/____

Colleagues / Ex-colleagues: Please note no further action will be taken until Tesco are in receipt of this form with all mandatory fields completed.

Please return this form to your landlord, mortgage company or prospective employer.

TO BE COMPLETED BY THIRD PARTY: (PLEASE USE CAPITAL LETTERS)

Company Name:

Your Ref:

Third Parties: Please attach this consent form to the reference request and submit as below:

Email: External.Enquiries@tesco.com or

Post: Payroll Reference Department, Tesco House, Ground Floor, Smile, Shire Park, Kestrel Way, Welwyn Garden City, AL7 1GA

