

1.4 Investigate Gaps in Employment History

How to?

Always follow up, with the candidate or with a referee, on any gaps in someone's career history and ask for supporting evidence IF you think it may be important or necessary.

The inference here is that unexplainable gaps in employment history *could* be time spent in prison. Or could be time when a candidate chose to *lie low* as a result of a disciplinary procedure or dismissal.

If checking gaps in employment history proves difficult to do or doesn't yield conclusive results please consider whether performing a criminal records check is possible or appropriate. (see 1.6 Carrying out a Criminal Records Check)

Related Links/Documents

Referencing Guidelines can be found at:

<http://intranet.oxfam.org.uk/support/hr/resourcing/refs>

More guidance on the recruitment process can be found at:

<http://intranet.oxfam.org.uk/support/hr/resourcing>