

Reference Guidance Notes

References are used by employers etc. to find out if you are suitable for a job and are a reliable employee.

References must be accurate and should not mislead the person asking for them. They should be well set out addressed to the Court, in this case the Chairman of the Licensing Bench, and dated.

It is most important to sign the reference and to include day and evening telephone numbers for the Police Alcohol Unit to be able to contact the referee about the candidate as ALL references MUST be verified. The reference should also be specific to the actual post they are applying for and give a good outline of the skills and duties involved and the candidate's suitability to perform these duties. The reference **must include** that you recommend that persons suitability as designated official for the premises. **Failure to include all the relevant points may lead to the applicant being refused eligibility for that month's court.**

See below a sample letter to the Courts and please note that the Court requires 3 individual references: (references can be hand written)

Isle of Man Courts of Justice  
Licensing Court Summary Court  
Deemsters Walk  
Bucks Road  
Douglas  
Isle of Man  
IM1 3AR

Date

Dear Deputy High Bailiff,

Re: Applicant's full name and the title of premises .....

I have known the above applicant for ..... (confirm how you know the applicant and include dates, job title responsibilities if applicable). I can confirm that the applicant's performance and attitude is as follows .....

Briefly describe their skills and qualifications, strengths, characteristics in relation to them holding a liquor licence.

Offer to provide more information if required and I can be contacted on the following telephone number. Mobile.... Work.... Home....

Or at the following address ....

Yours sincerely

Print Name ..... Signed .....