



Richard Hale School

Hale Road, Hertford SG13 8EN

Tel: 01992 583441 Fax: 01992 503413

Headteacher: Ian Hawkins

Name of Applicant:	
Post Applied for:	

Referee Name:	
Referee Position:	
Name of Organisation:	

How do/did you know the Applicant?	Role of Referee	Role of Applicant
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How long have you worked/did you work with the Applicant?	
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Please outline the Applicant's role / key duties	
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Please confirm the Applicant's dates of employment:	Employment Commenced	Employment Ended
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Please confirm the reason for the termination of the Applicant's employment. If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.	
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Has the Applicant been the subject of formal allegations regarding their conduct proven to be substantiated which relate to the safety and welfare of children or young people? If so, please provide details.

Please note in accordance with Keeping Children Safe in Education: Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references.

Yes / No * delete as appropriate. If yes, please provide details below.

Has the Applicant been the subject of any formal disciplinary proceedings of any nature other than the above, where the allegations were shown to have foundation, during the last 12 months of their employment? If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.

Yes / No * delete as appropriate. If yes, please provide details below.

Has the Applicant been the subject of any formal capability proceedings in the last 2 years? If so please provide details of:

- **The concerns which gave rise to the capability hearing**
- **The duration of the proceedings**
- **The outcome**

Yes / No * delete as appropriate. If yes, please provide details below.

Has the Applicant demonstrated any behaviours of concern relating to extremism as covered under the PREVENT strategy?

Yes / No * delete as appropriate. If yes, please provide details below.

With reference to the attached job description, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If no, please give specific reasons for your concerns.

Yes / No * delete as appropriate. If yes, please provide details below.

Are you completely satisfied that the Applicant is suitable to work with children? If not, please give specific reasons for your concerns.

Please note in accordance with Keeping Children Safe in Education: Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references.

Yes / No * delete as appropriate. If yes, please provide details below.

Would you be willing to re-employ the Applicant? If your answer is NO please explain why.

Yes / No * delete as appropriate. If yes, please provide details below.

Please include any other information which you consider may be relevant to the Applicant's application?

Signed:	
Print Name:	
Job Title:	
Telephone Number:	
Extension:	
Email Address:	
Organisation Name:	
Organisation Address:	
Official Stamp: (If you do not have an official stamp then please attach this reference to headed paper or a compliment slip)	