



Bernards Heath Infant and Nursery School

Sandridge Road, St Albans, Hertfordshire AL1 4AP
admin@bernardsheath.herts.sch.uk
www.bernardsheath.herts.sch.uk
01727 852106

Head: Mrs H. Rimmer

Insert Date

Dear

Applicant Name:		Post applied for:	
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The above named person has applied for the above post and has given your name as someone we can approach for a reference. They have been shortlisted for interview and this will take place on **(insert date)**.

In line with this school's policy on safer recruitment, I am taking up references prior to interview and would request that you submit your written reference to me by **(insert date of day immediately prior to the interview date)**. I appreciate that this will require you to reply within the next few days but am confident that you will share our commitment to safer recruitment.

The role will involve working/volunteering with children and a **copy of the Job Description and Person Specification** for the position is enclosed.

It is essential for the safety and welfare of the children in our school that we obtain as much relevant information as possible about potential employees. I would be grateful if you would please complete this form honestly and in as much detail as possible. Please be reminded that you have a responsibility to ensure that the information you give is accurate and does not contain any material misstatement or omission.

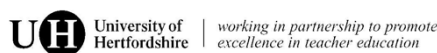
Please also note that the content of the Reference Form may be discussed with the applicant.

This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemption) Order 1975. As such, you would not contravene the Act if you were able to provide information relevant to the applicant's suitability for employment.

Finally, if you are writing the reference as a current or previous employer, I would ask that you verify the authenticity of this reference by using an official company stamp in the section provided, if you do not have a company stamp, then please attach a signed and dated sheet of headed paper or a compliment slip with the reference.

Thank you in advance for your assistance and please do contact me if you have any queries.

Yours sincerely
Hannah Rimmer
Head Teacher





Bernards Heath Infant and Nursery School Reference Request Form

Name of Applicant:	
Post Applied for:	

What is the name of your organisation?

How do/did you know the applicant?

How long have you worked/did you work with the Applicant?

Please outline the Applicant's role key duties

Please confirm the Applicant's dates of employment:

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.

Role of Referee:	Role of Applicant:
Employment commenced:	Employment ended:

Please rate the Applicant against the following criteria: (please continue on separate sheet if required)	Needs substantial development	Needs development	Acceptable	Strong	Outstanding
Attitude to work					
Reliability					
Working relationships with other staff					

Communication					
Quality of work					

<p>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.</p> <p><i>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.</i></p>	<p>Yes / No *delete as appropriate</p>
<p>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.</p>	<p>Yes / No *delete as appropriate</p>
<p>Has the Applicant been the subject of any formal capability proceedings in the last 2 years? If so please provide details of:</p> <ul style="list-style-type: none"> • the concerns which gave rise to the capability proceedings • the duration of the proceedings • the outcome. 	<p>Yes / No *delete as appropriate</p>
<p>Has the applicant demonstrated any behaviours of concern relating to extremism as covered under the PREVENT strategy?</p>	<p>Yes / No *delete as appropriate</p>
<p>With reference to the attached job description, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If not, please give specific reasons for your concerns.</p>	<p>Yes / No *delete as appropriate</p>

<p>Are you completely satisfied that the Applicant is suitable to work with children? If, not please give specific reasons for your concerns.</p> <p><i>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</i></p>	<p>Yes / No *delete as appropriate</p>
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<p>Would you be willing to re-employ the Applicant? If your answer is “No”, please explain why.</p>	<p>Yes / No *delete as appropriate</p>
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<p>Please include any other information which you consider may be relevant to the Applicant’s application?</p>
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<p>Signed:</p>	<p>Print name:</p>
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<p>Job Title:</p>	<p>Dated:</p>
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<p>Telephone No:</p>	<p>Extension:</p>
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<p>E-mail address:</p>
