

Royal Mail Group

CONFIDENTIAL

Person Not to be Employed

Internal Memo

This form must be completed and forwarded to:

Security Intelligence Team,
Royal Mail Letters Security, Floor 2a, Battersea DO,
202 Lavender Hill, London, SW11 1AA

Tel:

GRO

Details of person not to be employed (please note that a person can only be added to the Recruitment Risk Register if the offence is security related):

Title:	Mrs		
Surname:	Henderson		
First Name(s) in full:	Allison		
Previous Surname(s) used:	Unknown		
Date of Birth (dd/mm/yy):	GRO		
National Insurance Number:	GRO		
Nationality:	GRO		
Place & Country of Birth:			
Home Address & Postcode:	GRO		
Business Unit / Agency:	Post Office Limited		
Job Title & Grade:	Subpostmaster		
Official place of work (name, address & postcode):	Worstead SPSO		
Employed From: (dd/mm/yy)	01/07/1995	Employed to (dd/mm/yy):	23/02/2010
Investigation Reference if applicable:	Not known yet		

Nature of misconduct or reason for non employment (please give full details on reverse side of this form):

Serious breaches of the discipline code leading to dismissal	
Termination of services due to loss of confidence in reliability and integrity	
Termination for breaching the Official Secrets Act	
Termination of agent's contract for serious breach of conditions	
Resignation to avoid action as above	✓
Conviction for a criminal offence against Royal Mail, its employees or agents by an outsider	
Other reason (please specify overleaf)	

Authority to add details to the Recruitment Risk Register (Debarment database):

Signed:		Name & Rank (print):	Alan Lusher 3b
Telephone:	GRO	Business Unit:	Post Office Limited – Network Support

Reason for debarment request (please supply full details such as date of offence, losses to the business, prosecution, discipline outcome and full particulars of the offence):

Mrs Henderson resigned to avoid termination following an audit at her Post Office branch which revealed a loss of £11,957.78. Christopher Knight has been allocated the investigation and plans to interview Mrs Henderson on 11/03/2010. Case number as yet unknown.