

RECRUITMENT CHECK LIST

This check list must be completed and kept on new starter's personal file.

NAME OF EMPLOYEE **JOB TITLE**

ACTION	DATE COMPLETED/ ACTIONED
Recruitment pre-planning and advertising carried out in line with safeguarding requirements	
References taken up for short listed candidates and invitation to interview letters sent	
Interviews carried out - candidates' relevant qualification certificates and documents to evidence the right to work in the UK verified, signed and photocopied*	
Provisional offer of appointment letter sent with relevant teaching or support staff 'Starter Pack' issued including: <ul style="list-style-type: none"> • Guidance notes <input type="checkbox"/> • Medical pre screening form with Part 1 completed <input type="checkbox"/> • DBS disclosure form <input type="checkbox"/> • Overseas check (if applicable) <input type="checkbox"/> • Verification of Qualifications (if applicable) <input type="checkbox"/> • Guidance on employing people with criminal records <input type="checkbox"/> • Bank details form (provided by payroll provider) <input type="checkbox"/> • Pension booklet (where appropriate) <input type="checkbox"/> • New entrant to pension form <input type="checkbox"/> • Local Govt/TPS opt out form <input type="checkbox"/> • Statutory sick pay & sickness absence guidance <input type="checkbox"/> 	
Section X of Disclosure form completed and original personal documents checked	
Risk assessment carried out and form completed pending DBS clearance	
Teaching Agency registration and successful Induction checked (if appropriate) for teaching staff	
<ul style="list-style-type: none"> • Copy of Job Advert <input type="checkbox"/> • Application form <input type="checkbox"/> • Job Description and Person Specification <input type="checkbox"/> • Interview notes and completed interview assessment/person specification <input type="checkbox"/> • Two references <input type="checkbox"/> • Copy of job offer letter <input type="checkbox"/> • *Evidence of the right to work in the UK <input type="checkbox"/> • DBS disclosure no. and date of issue <input type="checkbox"/> • Prohibition Check (if applicable) <input type="checkbox"/> • Completed Risk Assessment form pending DBS clearance <input type="checkbox"/> • New entrant to Pension Scheme form or Pension Opt Out form <input type="checkbox"/> • Disqualification under the Child Care Act (if applicable) <input type="checkbox"/> 	
<p><i>*If a Sponsorship Certificate is required for employing an Overseas Worker, you must contact The Council HR Team prior to completing this form.</i></p>	

Signed..... School

(Chair of Governors/Head teacher/Recruiting Manager)