**INTERVIEW CHECKLIST**

Name of Candidate:

Position applied for:

1. Personal Information

 Please note only originals can be accepted.

|  |  |  |
| --- | --- | --- |
|  | Document provided | Seen by(initial) |
| Current driving licence with a photograph or a passport or a full birth certificate |  |  |
| Utility or bank or building society statement stating the candidate’s name and address |  |  |
| Any document relevant to a change of name |  |  |
| Proof of entitlement to work in the UK |  |  |

2. Person Specification

 Adapt to the position applied for

|  |  |  |
| --- | --- | --- |
|  | Standard required | Comments |
| Qualification relevant to position applied for |  |  |
| Work experience relevant to the position applied for |  |  |
| Communication skills |  |  |
| Evidence of planning and preparation for lessons |  |  |
| Management skills |  |  |
| Subject knowledge including level of experience |  |  |
| Appearance at interview (appropriate for interview and position applied for, smart, cleanliness) |  |  |
| Attitude towards children and young people |  |  |
| Gaps in the candidate’s history |  |  |
| Discrepancies with the information provided |  |  |
| Ability to support agenda for safeguarding and providing welfare of children |  |  |
| Requirement of DBS disclosure and anything to declare |  |  |
| Any additional relevant qualification or information |  |  |