**RECRUITMENT CHECKLIST**

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| **Action** | **Date** | | **Completed by (please initial** | |
| Advertisement placed |  | |  | |
| Send to Applicant:   * Application form * Equal Opportunities Monitoring form * Job Description * Person Specification * Child Protection Policy Statement * Application and Recruitment Process Explanatory note * [Staff Suitability Declaration Form] * Recruitment Privacy Notice |  | |  | |
| Received from Applicant:   * Completed Application form |  | |  | |
| Letter Invitation to Interview |  | |  | |
| At least two reference requests sent (ensure references for internal candidate are requested and followed up) |  |  |  |  |
| References followed up over telephone (including school where last worked) and electronic references verified as coming from legitimate source |  |  |  |  |
| Interview with written outcome  Record kept of reasons for any gaps in employment |  | |  | |
| Identification documents received (including name, address, and D.O.B.) (please copy and place on file) |  | |  | |
| Evidence of right to work in UK |  | |  | |
| Qualifications |  | |  | |
| Rejection letter sent |  | |  | |
| Conditional offer made.  Sent to Applicant:   * DBS Disclosure form * Contract of Employment * Health Declaration & Questionnaire * [Staff Suitability Declaration Form] |  | |  | |
| Health Declaration signed |  | |  | |
| Health Questionnaire |  | |  | |
| Health enquiries made of referees |  | |  | |
| DBS check received and satisfactory |  | |  | |
| Barred list check received and satisfactory (where appropriate) |  | |  | |
| If the candidate is undertaking a senior management role as set out in the Recruitment, Selection and Disclosures Policy and Procedure, a signed “senior charity manager positions: automatic disqualification declaration” |  | |  | |
| If the candidate is undertaking a leadership role, evidence that the candidate is not prohibited from participating in the management of independent schools. |  | |  | |
| EEA Check for individuals who have lived or worked overseas |  | |  | |
| Prohibition Order check (for a candidate to be employed as a teacher) |  | |  | |
| Evidence of overseas criminal records checks for applicants who have worked/lived abroad |  | |  | |
| [Confirmation received that applicant is not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018. **OR** Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018.] |  | |  | |
| Check single central register completed |  | |  | |