**RECRUITMENT CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **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 outcomeRecord 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  |  |  |