

Safer Recruitment Checklist

Candidate Name:

Post:

Planned Start Date:

Document	Verified by HR/Date	Comments
Application form in file		
Application Shortlisting Assessment Forms in file		
Interview Assessment Forms in file		
Conditional Offer Letter sent		
P45/46 Received and Sent on to Finance (if required)		
Employment Check Chase Letter sent (if required)		
References requested (MUST be at least two most recent employers)		
Reference 1 received		
Reference 2 received		
DBS Disclosure received (and stored in HR file)		
DBS Disclosure Risk Assessment completed (and stored in HR file)		
Right to Work in the UK verified		
HMRC Real Time verified (passport or birth certificate/NI card or letter)		

Health Questionnaire received (if applicable)		
Follow up action from Health Check (if required)		
Qualifications Verified		
Confirmation of Start Date Letter sent		
Signed offer and contract/volunteer agreement received		