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| --- | --- | --- |
|  | **Checked/ Whom By** | **Date** |
| Job Description  |  |  |
| Job Application  |  |  |
| Interview notes |  |  |
| Reference One |  |  |
| Reference Two  |  |  |
| Photocopies of ID  |  |  |
| DBS Email |  |  |
| Qualifications (if asked for in the Job Description)  |  |  |
| Additional Checks  | EEA |  |  |
| Overseas |  |  |
| Prohibition Check |  |  |
| Section 128 |  |  |
| Right to Work |  |  |
| Disqualification by association (if applicable)  |  |  |
| Risk Assessments (to be reviewed annually)  |  |  |
| Induction- Safeguarding Training Prevent Training DSL- information How to report concern  |  |  |
| Risk Assessment of missing informationWhat is Missing? What measures have been put in place to address potential risk?  |