**Example Recruitment Checklist**

**Name of Successful Candidate:**

|  | **Date Obtained / Completed** | **Signed by Supervisor / Manager** |
| --- | --- | --- |
| Conditional Job Offer Letter Sent |  |  |
| Conditional Job Offer Confirmed as Accepted |  |  |
| [ID established](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines) |  |  |
| Reference 1 – Obtained |  |  |
| Reference 2 – Obtained |  |  |
| Qualification Evidence seen and on Record |  |  |
| [Right to Work in the UK Evidence](https://www.gov.uk/check-job-applicant-right-to-work) |  |  |
| National Insurance Evidence |  |  |
| [Additional Check](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants)  (If lived or worked outside the UK in the previous 5 years) |  |  |
| Enhanced DBS Check paperwork completed |  |  |
| DBS Check returned, evidence seen and recorded on the Single Central Record |  |  |
| Disqualification by Association Form completed (Disqualification under the Childcare Act 2006) |  |  |
| Medical and Medication Form completed |  |  |
|  |  |  |
| Start Date |  |  |
|  |  |  |
| Induction Checklist in place |  |  |