

Village End – Safe Recruitment checklist



Staff name: D.O.B.:

Address.....

Previous Address (Under 5 Years).....

Identity and qualification checks	Checked by (& comments if applicable)	Date
<p>Proof of identity (<i>tick one</i>)</p> <p>Current passport <input type="checkbox"/></p> <p>Passport number.....</p> <p>UK Driving licence <input type="checkbox"/></p> <p>Driving licence number.....</p> <p>Other form of ID (specify) <input type="checkbox"/></p> <p>ID/Number.....Type.....</p> <p>Birth certificate <input type="checkbox"/></p> <p>ID/Number.....</p>	<p>Notes:</p>	
<p>Proof of address (<i>tick one</i>)</p> <p>Bank statement <input type="checkbox"/></p> <p>Utility bill <input type="checkbox"/></p> <p>Driving licence <input type="checkbox"/></p> <p>Other (specify) <input type="checkbox"/></p>	<p>Notes:</p>	
<p>Non Nationals</p> <p>Proof of right to work in the UK (for non-British nationals) <input type="checkbox"/></p> <p>ID/Number.....</p>	<p>Notes:</p>	

<p>Car Insurance</p> <p>Copy of car insurance <input type="checkbox"/></p> <p>Class 2 (business cover) <input type="checkbox"/></p> <p>ID/Number.....</p>	<p>Notes:</p>	
<p>Paediatric First Aid training</p> <p>Certificate <input type="checkbox"/></p> <p>Date of training.....</p> <p>Expiry date.....</p> <p>Training company.....</p> <p>ID/Number.....</p>	<p>Notes:</p>	
<p>Employment history</p> <p>Gaps in history checked & satisfactory <input type="checkbox"/></p> <p>Reference 1 received and satisfactory <input type="checkbox"/></p> <p>Reference 2 received and satisfactory <input type="checkbox"/></p>	<p>Notes:</p>	
<p>Vetting</p> <p>Satisfactory enhanced DBS disclosure* seen (and checked via DBS Update Service if applicable) <input type="checkbox"/></p> <p>Suitability for work (disqualification) form signed <input type="checkbox"/></p> <p><i>* Or, if applicant has lived or worked outside the UK, appropriate criminal records checks have been obtained from the relevant country</i></p>	<p>Notes:</p>	
<p>Proof of qualifications (<i>list certificates or other evidence below</i>)</p> <p>Level 2 (childcare) <input type="checkbox"/></p> <p>Level 3 (childcare) <input type="checkbox"/></p> <p>Other (provide details) <input type="checkbox"/></p>	<p>Notes:</p>	

List Other Qualifications