

Safer Recruitment Pre-recruitment Check List

Pre-recruitment checks must be completed by the service manager, or the most senior employee involved in the recruitment process.

The following documents should be received and copies/details kept in successful applicant's personnel file. No offers of employment should be made until the following have been received:

- Two written references, one from current/last employer and/or one from previous employer when worked with children, plus one other reference
- Proof of identity (please see check list for accepted documentation)
- Proof of qualifications
- Proof of registration to professional body
- CRB Disclosure, if required

Documents completed and received	Please tick
Job description & person specification	
Completed application form	
Two written references: current/last employer on headed paper	
CRB/ISA form	
Proof of identity *	
Permission to work in this country (Asylum & Immigration Act)	
Proof of qualifications *	
Proof of registration to professional body *	
P45 or P46	
Bank details	
New Worker Registration Document (EU Accession States) **	
I confirm that I have had sight of the originals of the documentation	
Signature	
Print name	
Post	
Organisation	

* Originals must be seen and copies taken for file

** Please see Acceptable Identity Documents list for details

EU Accession States (New Worker Registration Scheme)

These are: Poland, Latvia, Hungary, Lithuania, Slovenia, Czech Republic, Estonia and Slovakia. Romania and Bulgaria are also Accession States; however their citizens are subject to work permit requirements to work in the UK.