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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 information  What is Missing? What measures have been put in place to address potential risk? | | | |