

Out of School Club

Safe Recruitment Checklist

Staff name

Identity and qualification checks	Checked by (& comments if applicable)	Date
Proof of identity (<i>tick one</i>) Current passport <input type="checkbox"/> UK Driving licence <input type="checkbox"/> Other photo ID (specify) <input type="checkbox"/> Birth certificate <input type="checkbox"/>		
Proof of address (<i>tick one</i>) Bank statement <input type="checkbox"/> Utility bill <input type="checkbox"/> Driving licence <input type="checkbox"/> Other (specify) <input type="checkbox"/>		
Proof of right to work in the UK (for non-British nationals) <input type="checkbox"/>		
Employment history Gaps in history checked and satisfactory <input type="checkbox"/> Reference 1 received and satisfactory <input type="checkbox"/> Reference 2 received and satisfactory <input type="checkbox"/>		
Vetting Satisfactory enhanced DBS disclosure* seen (and checked via DBS Update Service if applicable) <input type="checkbox"/> Suitability for work (disqualification) form signed <input type="checkbox"/>		
Proof of qualifications (<i>list certificates or other evidence below</i>) 		

Continue on a separate sheet if necessary.

** Or, if applicant has lived or worked outside the UK, appropriate criminal records checks have been obtained from the relevant country*