|  |  |  |  |
| --- | --- | --- | --- |
| Task | Date completed | By whom | Notes |
| Application form reviewed to include full work history since leaving full time education – gaps addressed at interview |  |  |  |
| Proof of Right to Work in the UK seen and details recorded on file (NINO / Passport) |  |  |  |
| Qualification certificates seen (where needed) |  |  |  |
| Interview notes sent to Recruitment team |  |  |  |
| Direct practice observation with children |  |  |  |
| IT exercise completed to satisfactory level |  |  |  |
| Views of children sought at interview stage |  |  |  |
| 2 x childcare-related references received including current employer |  |  |  |
| Telephone verification forms completed for all references |  |  |  |
| Medical check indicates fitness to work |  |  |  |
| Occupational Health advice received where indicated |  |  |  |
| Reasonable Adjustments in place where needed |  |  |  |
| Risk Assessment completed where needed |  |  |  |
| Contract signed and sent to Recruitment team with details recorded on file |  |  |  |
| DSB reference no |  |  |  |
| DBS date of issue |  |  |  |
| Start date confirmed |  |  |  |
| Supervisor/line manager identified |  |  |  |
| Induction planned |  |  |  |
| H&S & Fire induction booked |  |  |  |
| Staff ID requested |  |  |  |
| IT access requested |  |  |  |
| Keys issued (as needed) |  |  |  |