|  |  |  |  |
| --- | --- | --- | --- |
| 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) |  |  |  |