

Recruitment Checklist Form



To remain confidential to the school.

Position to advertise identified	Yes / No	Reason: New Position Staff Leaver Other (Comment)
Does position require Governor or MAT Board Approval	Yes / No	Reason / Comment:
Job pack prepared	Yes / No	Includes: School introduction Cover Letter Advert Remuneration & Term JD & JS Safeguarding Info
Job pack and advert sent to Central Team to put on school website	Yes/No	Date:
Has job been advertised elsewhere	Yes/No	Details:
Shortlisting matrix/criteria prepared	Yes/No	
Shortlisting panel contains safer recruitment trained individual & meets required policies	Yes/No	Details of panel:
Interview invites issued	Yes/No	Date:
Reference 1 requested	Yes/No	Date:
Reference 2 requested	Yes/No	Date:
Reference 1 received	Yes/No	Date:
Reference 2 received	Yes/No	Date:
Original certificates seen and copied	Yes/No	Date:
Permit to work (if overseas)	Yes/No	Date:
Individual offered role	Yes/No	Date:
Unsuccessful applicants notified	Yes/No	Date:
Offer letter sent	Yes/No	Date:
Person Job Offered to		
Address		
Date of birth		
Application form completed and signed		
DBS set up		
DBS Barring Service received		

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Northern
House
School



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DBS disclosure received	Yes/No	Date:
Contract issued	Yes/No	Date:
Contract received back and signed	Yes/No	Date:
Bank details received	Yes/No	Date:
National insurance number received	Yes/No	Date:
TRN - check with Employer Access	Yes/No	Date:
Payroll information sent to payroll	Yes/No	Date: Bank Details P45 Pay Info
Induction checklist completed by Line Manager	Yes/No	Date:
Safeguarding document read and signed		
	Date	
Add to SIMS		
Scanned copies sent to Central Team		
Email Set Up		
PC Logins Set up		
Organise fob/keys/photo/laptop		