

SCREENING INTERVIEW

Kenmare

Candidate Name: _____

Interviewer Name: _____ Date: _____

“The purpose of this interview is to check and clarify information given on your application form. You will remember from your application form that if you either provide misleading information or fail to disclose information which materially affects your contract of employment, this may later lead to dismissal. I will ask you to sign the interview record at the end of the interview.”

SECTION 1 – PERSONAL DETAILS

State ID Provided:

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If necessary, specify reasons why no ID provided:

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Candidate Name: _____

Interviewer Name: _____ Date: _____

"The purpose of this interview is to check and clarify information given on your form.

You will remember from your application form that if you either provide misleading information or fail to disclose information which materially affects your contract of employment, this may later lead to dismissal. I will ask you to sign the interview record at the end of the interview.

SECTION 1 – PERSONAL DETAILS

State ID Provided:

If necessary, specify reasons why no ID provided:

(If bank card provided) Signature:

Has the applicant ever been known by any other names? Yes No

If yes, please specify:

Do you need a Work Permit? Yes No

(If Yes then make copy of Visa (from passport))

Copy taken and Visa validity (dates) checked as accurate? Yes No

Do you have a driving licence? Yes No

What is your current holiday entitlement? Days and Public Days

Do you have any pre-booked holidays that you would wish to ask a new employer to accommodate (there is no guarantee that holidays will be honoured) Pre-booked holidays not declared at the time of application may not be accommodated.

List of Dates:

Personal Details on application form confirmed by applicant as correct? Yes No

Any changes or missing information, please specify:

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(If bank card provided) Signature:

Has the applicant ever been known by any other names? Yes No

If yes, please specify:

Do you need a Work Permit? Yes No

(If Yes then make copy of Visa (from passport))

Copy taken and Visa validity (dates) checked as accurate? Yes No

Do you have a driving licence? Yes No

What is your current holiday entitlement? Days and Public Days

Do you have any pre-booked holidays that you would wish to ask a new employer to accommodate? (there is no guarantee that holidays will be honoured) Pre-booked holidays not declared at this point may not be accommodated.

List of Dates:

Personal Details on application form confirmed by applicant as correct? Yes No

Any changes or missing information, please specify:

Completion of qualifications (school, further education, higher education, professional)

Take copies from candidates (These will have been made during the admin check).

List certificates seen (and copied)	List certificates not seen (and not copied) All certificates not seen must be delivered to Administration for copying by [date two weeks from Interview] (If there are any qualifications listed in this column, create a pink slip at the end of the interview.)

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Membership of professional associations/bodies

Are you a member of any professional associations or bodies? Yes No

<i>List certificates seen (and copied)</i>	<i>List certificates not seen (and not copied)</i> <i>All certificates not seen must be delivered to Administration for copying by [date two weeks from interview]</i> <i>(If there are any qualifications listed in this column, create a pink slip at the end of the interview.)</i>

SECTION 2 – LEARNING AND EDUCATION

Secondary Education

Confirmed by applicant as correct? Yes No

Any changes, please specify:

Further and Higher Education

Confirmed by applicant as correct? Yes No

Any changes, please specify:

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Completion of short courses

Confirmed by applicant as correct?

Yes No

Any changes, please specify:

SECTION 3 – EXPERIENCE (INCLUDING EMPLOYMENT)

Present Employment/Activity

Confirmed by applicant as correct?

Yes No

Any changes; please specify:

Previous Employment/Activity since leaving school

Confirmed by applicant as correct?

Yes No

Any changes; please specify:

Does the employment/activity record cover all dates since school? Yes No

IF NECESSARY, PLEASE LIST ANY ADDITIONAL PERIODS OF EMPLOYMENT/ACTIVITY:

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From (M/Y)	To (M/Y)	Activity/Job Title	Organisation Name and Address (if relevant)	What did you do?

SECTION 4: REFERENCES

Permission to seek all references, if position is offered? Yes No

If not, state reason, or a date when references can be requested:

“Is there anything you wish to say in relation to a reference that we may receive from any of your former employers?”

SECTION 5 – DECLARATIONS, HEALTH AND FITNESS

Disclosure Scotland/PVG (This will have been collected at the admin check: Simply confirm with the candidate that it has..... Do NOT pursue any details of any conviction declared by the candidate at this stage.)

Disclosure declaration completed: Yes No

Convictions declaration accurate? Yes No

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Any changes, please specify:

SECTION 6 – OTHER INFORMATION

Detail any other issues raised by the candidate or the interviewer in the interview:

“I will now ask you to sign the record of the interview”

SECTION 7–

Signature of Candidate: _____

Signature of Interviewer: _____

Date: _____