

SAFER RECRUITMENT CHECKLIST



Candidate Name:

Post:

Service/Department:

Planned Start Date:

Document	Verified by HR/Date	Comments
Application form in file		
Application Shortlisting Assessment Forms in File		
Interview Assessment forms in file		
Conditional Offer Letter sent		
P45/46 Received & Sent on to Finance		
Employment Check Chase Letter Sent (if required)		
References requested (MUST be last two most recent employers)		
Reference 1 Received		
Reference 2 Received		
PVG/Disclosure Received (and stored in HR file)		
PVG/Disclosure Risk Assessment completed (and stored in HR file)		
Right to Work in UK verified		
HMRC Real Time verified – (passport or Birth cert/NI card or letter)		
Health Questionnaire Received		
Follow up action from Health Check (if required)		
Qualifications verified		
SSSC Registration – status check (barred)?		
Qualifications added to SAMH.net		
Confirmation of Start Date Letter Sent		
Added to SAMH.net by HR		
Start date details added to SAMH.net by Service/Dept		
Signed offer and Contract Received		
Date Started at Service/Dept		
Added to Administrator Console		
Work Pattern		
Annual Leave Allowance		

