| Record of Recruitment Checks and Ongoing Management | | | | | | | | |
|---|---------|---------------|--------------|---|------------|-----------------------------|-----------|--|
| Personal Details | | | Role Details | S | Identity | | | |
| Forename | Surname | Date of Birth | Address | Category (Employed, Voluntary, Agency) | Role Title | Original Evidence Viewed | Viewed by | |

| | Qualifications | | | DBS | | | | | | | |
|------|-----------------------------|-----------|------|---------------------|--------------------------------|--|-------------------------------------|--|------------------------|----------|---------------------|
| Date | Original Evidence Viewed | Viewed by | Date | Required? Yes/No | Disclosure Date of Issue | | Level of disclosure requested | | reference number of | appointm | Required? Yes/No |
| | | | | | | | | | | | |

| Overseas Checks | | | Right to Work (if relevant) | | | Application Gaps | | | References Obtained | | |
|----------------------------|-----------|------|--------------------------------|-----------|------|---------------------------|----|------|---------------------|------------------------------|------|
| Original \ Evidence /iewed | Viewed by | Date | Original Evidence Viewed | Viewed by | Date | Identified and checked | Ву | Date | From | Confirmed by telephone | Date |

| Details of registration with | Record of interview | |
|---------------------------------|------------------------|--|
| professional body (if relevant) | questions and answers. | |
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