

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

[illegible]

Overseas Checks			Right to Work (if relevant)			Application Gaps			References Obtained		
Original Evidence Viewed	Viewed by	Date	Original Evidence Viewed	Viewed by	Date	Identified and checked	By	Date	From	Confirmed by telephone	Date

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