**Recruitment Checklist**   
**Internal Candidates Only (excluding all SSSC posts)**

Checks to be undertaken & declaration signed by recruiting manager / chair of interview panel.

Please refer to [Recruitment & Selection Policy](https://www.falkirk.gov.uk/employees/policies/recruitment-selection-policy.aspx) and [How to carry out recruitment checks](https://www.falkirk.gov.uk/employees/policies/how-to/recruitment-checks.aspx) for further guidance.

**Complete In Full for Preferred Candidate**

**Section 1: Preferred Candidate Details**

|  |  |
| --- | --- |
| **Full Name** |  |

**Section 2: Post Details**

|  |  |
| --- | --- |
| **Post ID** |  |
| **Post Title** |  |
| **Secondment** | Yes  No |
| **Level of Criminal Records**  **Check** | None Required  Basic Disclosure  Enhanced Disclosure  Standard Disclosure  PVG Children  PVG Protected Adults  PVG Both |

**Section 3: Recruitment Checks**

|  |  |  |
| --- | --- | --- |
| Does the candidate hold a UK passport **or** full UK birth/ adoption certificate & permanent NI document? | Yes  No | If No, Right to Work in UK check required – see section 4 |

**Section 4: Right to Work in UK Check**

|  |  |
| --- | --- |
| I have checked that the candidate holds the required Right to Work documents.  [How to Carry Out Recruitment Checks](https://www.falkirk.gov.uk/employees/policies/how-to/recruitment-checks.aspx) | Yes |
| Is the Right to Work is time-limited?  If yes, please ensure this information is clearly noted on the HRForms Plus New Appointment form in the additional information field  If the candidate is non-UK please send a copy of this checklist and the Right to Work online check to [staffing.recruitment@falkirk.gov.uk](mailto:staffing.recruitment@falkirk.gov.uk) | Yes  No |
| Provide details of supporting documents.  (NB: More than one document may be required) |  |

**Section 5: Criminal Records Checks - Disclosure / PVG Requirements**

Please complete the section applicable to the post, as per the answer in Post Details

1. **Disclosure Check Required** (Basic, Standard or Enhanced)

|  |  |
| --- | --- |
| Does the candidate already hold the correct level of Disclosure certificate? If unsure, please email [hrhelpdesk@falkirk.gov.uk](mailto:hrhelpdesk@falkirk.gov.uk) to check | Yes  (no further action required)  No  (complete ID Required) |

1. **PVG Membership Required**

|  |  |
| --- | --- |
| Is the candidate already a PVG member? | Yes  No |
| Is the membership with Falkirk Council? | Yes  No |
| Is the membership correct for the level required for this post? If unsure, please email [hrhelpdesk@falkirk.gov.uk](mailto:hrhelpdesk@falkirk.gov.uk) to check | Yes  No |
| **If any answer above is ‘No’ please complete Section 6: ID Required** |  |

**Section 6: ID Required** (PVG / Disclosure Supporting Evidence)

Proof of both name & address *and* name & date of birth is mandatory. ID badges are not acceptable.

**Tick three items** of original ID you have seen / verified and take clear copies of documents.

|  |
| --- |
| Passport  Driving licence  Full Birth Cert  Photo Driving Licence  Utility Bill |
| Other  (Please specify) |
| I require S&R team to request Criminal Records Check from Disclosure Scotland  Yes  No |

**Section 7: Professional Qualifications / Registration / Licences**

(e.g. SQA / SVQ / GTC / HPC)

|  |  |
| --- | --- |
| I have checked that the candidate holds the required qualification | Yes  N/A |
| I have checked that the candidate holds the required registration | Yes  N/A |

**Driving Licence**

|  |  |
| --- | --- |
| I have checked that the candidate holds the required driving licence  (if applicable to role)  **Is the licence a UK licence?** If not, please refer to https://www.falkirk.gov.uk/employees/policies/driving-at-work.aspx#possessionofaukdriverslicence | Yes  N/A |
| I confirm I have received a suitable reference **OR** | Yes  N/A |
| I require S&R team to request the reference | Yes  N/A |

**Section 8: Occupational Health Pre Employment Check**

(only required if a change of role/driving)

|  |  |
| --- | --- |
| I have confirmed that the candidate is fit/appropriate to undertake post duties **OR** | Yes  N/A |
| I require S&R team to request the Occupational Health check | Yes  N/A |
|  |  |

**Section 9: Start Date & Recruiting Manager / Chair of Interview Panel Declaration**

|  |
| --- |
| Candidate Start Date:  (where no checks are required) |
| **I confirm that the checks indicated have been carried out and this checklist has been completed correctly. I am satisfied that documents have been checked in person, are authentic, relate to the candidate and are appropriate for this post. I confirm that copies are attached as referenced above (Disclosure/PVG, Qualifications/Professional Registration).** |
| **Name:**  **Position / Job Title:**  **Date:**  **Signature:** |

**If the form is being sent to staffing and recruitment team, please make sure the required documents are attached otherwise, please include checklist in the recruitment pack and upload to the candidates file via My View once they have started.**