# **Recruitment Checklist** **External Candidates & All candidates to 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** |  |
| **National Insurance No.** |  |
| **Nationality** |  |
| **Are there gaps in employment over last 3 years?** | Yes  No  If Yes, please provide an explanation: - |

**Section 2: Post Details**

|  |  |
| --- | --- |
| **Post ID** |  |
| **Post Title** |  |
| **Level of Criminal Records Check** | None Required  Basic Disclosure  Enhanced Disclosure  Standard Disclosure  PVG Children  PVG Protected Adults  PVG Both |

**Section 3: Right to Work in UK Check** [How to - Carry](https://www.falkirk.gov.uk/employees/policies/how-to/right-to-work-check.aspx) out [Recruitment](https://www.falkirk.gov.uk/employees/policies/how-to/recruitment-checks.aspx) Checks

|  |  |
| --- | --- |
| **UK Passport**  **or**  **Full UK birth/ adoption certificate & permanent NI document?**  **(Original ID Documents must be checked in person before the start date)** | Yes  No  Yes  No |
| **If the candidate is Non-UK/Ireland Provide details of supporting documents**  (More than one document may be required)  It is mandatory to use the [Home Office online right to work checking service](https://www.gov.uk/view-right-to-work) to obtain the appropriate document. The candidate must provide a share code to allow this. **NB: Send the Right to Work permit along with checklist to** [**staffing.recruitment@falkirk.gov.uk**](mailto:staffing.recruitment@falkirk.gov.uk) | List documents seen and verified. |
| **Is the candidate requesting sponsorship?** | Yes  No  If yes, email [staffing.recruitment@falkirk.gov.uk](mailto:staffing.recruitment@falkirk.gov.uk) for advice |
| **Is the Right to Work is time-limited?** | Yes  No  If yes,ensure this information is clearly noted on the HR Forms Plus New Appointment form in the additional information field |

**Section 4: 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) |

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

|  |  |
| --- | --- |
| **Is the candidate already a PVG member?** | Yes  No |
| **If yes, provide the following information**  **Membership No:**  **Organisation:** | Type:  Children  Adults  Both |
| **Confirmation of check to be done**  For internal candidates only: 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 | PVG Application  PVG Update  No update needed (internal only) |
| **I have requested the online PVG check from Disclosure Scotland (include date of request)**  OR  I require S&R team to request PVG Check from Disclosure Scotland | Yes  Date Requested:  Yes |
| **Has the candidate worked abroad for >=3 months in the past 5 years?** [How to - Carry out PVG and disclosure risk assessments and overseas Checks](https://www.falkirk.gov.uk/employees/policies/how-to/pvg-risk-assessments.aspx) | Yes  No |
| **If Yes,** I have obtained an acceptable Overseas Criminal Records check from the candidate  **OR**  I need S&R to request this from the candidate | Yes  Yes |
| **Are there any convictions/relevant information on the certificate(s)?**  **If yes,** I have completed a Risk Assessment & this has been approved by Head of Service  Send to hrhelpdesk@falkirk.gov.uk. Do not retain a copy. Provide a completed clearance form. Refer to HR for further guidance | Yes  No  Complete [clearance form](http://www.falkirk.gov.uk/employees/forms/docs/recruitment-selection/Disclosure%20or%20PVG%20scheme%20clearance%20form.docx?v=201906201152)  Yes |

**Section 6: Professional Qualifications / Registration / Licences***(e.g. SQA / SVQ / GTC / HPC)*

|  |  |
| --- | --- |
| **Candidate holds the required qualification**  (If yes, provide a copy) | Yes  N/A |
| **Candidate holds the required registration** If yes, provide a copy  If No, discuss with candidate how to register | Yes  No  N/A |
| **Is a driving licence essential for this post?** If yes, provide a copy  **Is the licence a UK licence?** If not, please refer to https://www.falkirk.gov.uk/employees/policies/driving-at-work.aspx#possessionofaukdriverslicence | Yes  No |

**Section 7: Occupational Health (via Optima Health website):**

|  |  |
| --- | --- |
| **I have confirmed that the candidate is fit/appropriate to undertake post duties** (If yes, provide a copy of certificate) **OR** | Yes |
| **I require S&R team to request the Occupational Health check** | Yes |
|  |  |

**Section 8: References**

|  |  |
| --- | --- |
| **I have obtained & checked references** (If yes, provide copies) | Yes |
| **I require S&R to request references** | Yes |

**Section 9: Chair of Interview Panel Declaration**

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| --- |
| **I confirm that the checks indicated have been carried out. I am satisfied that the 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 (Right to Work in the UK, 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 on My View once they have started.**

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| --- |
| **Additional Information:**  **Formal Offers and New Appointments Must NOT be made until ALL Recruitment Checks are Complete.**  **Please ensure documents are correctly verified & the checklist is fully complete and signed. Incomplete checklists or packs cannot be accepted.**  **Once Complete Upload This Pack to The Employee’s Electronic Personal Record Via MyView.**  **If the S&R team has agreed to progress recruitment checks on your behalf scan and email this checklist with all relevant copied docs & interview notes for the Preferred Candidate Only to** [**staffing.recruitment@falkirk.gov.uk**](mailto:staffing.recruitment@falkirk.gov.uk) **without delay. The S&R team will on your behalf upload the pack to the employee’s electronic personal record once complete.**  Children’s Services (Education): for recruitment checks due over school holidays where the candidate and/or referee(s) may be term-time employees - please ensure that they can be contacted at the details provided on their application form. If required, provide alternative contact details. The new appointment may otherwise be delayed. |