**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 fieldIf 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 | 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 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 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.**