

FORM 3 INDIVIDUAL RECRUITMENT CHECKLIST

NAME.....

ROLE.....

Action	Date	Initials
Application Form <i>Sent</i> <i>Returned</i>		
Interview/ discussion about the role:		
Self-Disclosure form:		
Qualifications Checked: (delete if not relevant)		
Written References: <i>Requested (number).....</i> <i>Received (number).....</i>		
DBS Disclosure: <i>DBS form requested from Interdenominational Protection Panel</i>		
<i>Issued to applicant with completion guidance</i>		
<i>Completed by the applicant</i>		
<i>Identity verified and Form Sent to IPP</i>		
<i>Clearance received from IPP</i>		
Training: <i>Note training courses attended and dates:</i>		
Probationary period: <i>Start</i> <i>End</i>		

Notes - including decision – *notes on probationary period etc.*