

IDENTITY					
Full Name	Home Address	DOB	Date ID Verified	ID verified by	Date of employment

POSITION HELD	QUALIFICATIONS & REGISTRATION		
Job Title (e.g Teacher/ Volunteer/ Admin)	Teaching Quals Required (Yes/No)	Date Seen	Evidence Seen by

PROHIBITION ORDER CHECK (Teachers only)						
Check Required? (Yes/No)	Date of Check	Check undertak en by	Date of ISA Barred List Check (previous ly List 99)	Evidence Checked by	Date Evidence Checked	Date DBS check Completed

VETTING CHECKS

DBS Disclosure number	Does the DBS check include a Barred List Check?	DBS update service used to check existing DBS	Date DBS Service check completed	DBS Update Service check undertaken by	If required Criminal Record Overseas Checks Completed
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	RIGHT TO WORK IN THE UK				Medical	
Date & position of person undertaking the check	Evidence of Right to Work in UK Provided	Date evidenced	If required Date Visa or Work Permit Expires (earliest	Evidence Checked By	Date Medical declaration issued	Date medical declaration received

References		Notes
Date 1st reference received	Date 2nd reference received	

CV

Job Description