

INTERVIEW AND POST-INTERVIEW BOARD CHECKLIST

At interview, has the applicant provided original evidence of:

Identity (three forms)	<input type="checkbox"/>
Right to work in the UK (this may overlap with evidence of identity)	<input type="checkbox"/>
Qualifications obtained	<input type="checkbox"/>
At interview, has the applicant signed a copy of the invitation to interview letter to confirm that they have read and understood the content of that letter?	<input type="checkbox"/>

If you are ready to make an offer of employment, should that offer be conditional upon receipt of:

Satisfactory DBS checks	<input type="checkbox"/>
Reference from current employer (if not previously obtained)	<input type="checkbox"/>
Satisfactory health checks	<input type="checkbox"/>
Any other document required but not yet provided by the applicant or a third party	<input type="checkbox"/>

Note: you **must** have obtained evidence of identity and right to work in the UK **before** you allow a successful applicant to **commence** employment.