**Southampton City Council**Human resources and organisational development

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| **Interview checklist for schools** | | | |
| This form should be completed for every candidate that is interviewed   1. Download and save 2. Read the Recruitment Guidance and Policy and Safer Recruitment Guidance 3. Fill in all the information | | | |
| Employee details | | | |
| Name: |  | Post: |  |

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| **Please complete the following checks before the end of the interview**  This post falls into one of the occupational groupings where it is in the public interest for us to be aware of any criminal convictions for the safeguarding of children, young people and vulnerable adults | | |
| Item | Checked | Notes |
| Right to Work – complete separate checklist/photocopy relevant documents as identified on checklist |  |  |
| Qualification (if required)(Take copies of certificates) |  |  |
| Check employment history for any gaps (state reason) |  |  |
| Suitability to work with children formensure it is signed in person - not electronically. |  |  |
| Has the candidate ever had any disciplinary action taken against them at work? |  |  |
| Online checks – any issues? |  |  |

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| Confirmation | | | |
| I confirm that the information on this form is correct. | | | |
| Interview Panel Chair |  | Date: | Click or tap to enter a date. |

V2.0: Reviewed Oct 22