# Oxfordshire County Council logo

# Pre-employment checklist for schools

* This checklist is for Oxfordshire County Council schools and should be used in conjunction with [recruitment](https://schools.oxfordshire.gov.uk/cms/content/safer-recruitment-toolkit) guidance.
* The form must be completed by the appointing officer or nominated person. It must remain confidential and should be retained in the employee’s personnel file in IBC – electronic personnel file (ePF), for more information, search for ‘electric personnel files’ in [IBC](https://schools.oxfordshire.gov.uk/cms/content/help-self-service-ibc).
* Before you begin, check what pre-employment checks are required for the post you are recruiting to. Information is on the schools’ [intranet](https://schools.oxfordshire.gov.uk/cms/content/step-3-offering-employment-and-pre-employment-checks).

**Candidate’s name:**

**Post recruiting to:**

**Start date:**

1. **Application form**

The candidate has completed an [application form](https://schools.oxfordshire.gov.uk/cms/content/step-3-offering-employment-and-pre-employment-checks), signed and dated it.

**School must retain the completed application form.**

**Verified by and date of verification:**

1. **Identity**

The candidate has provided [satisfactory evidence](https://schools.oxfordshire.gov.uk/cms/content/step-3-offering-employment-and-pre-employment-checks) of their identity, including their address and date of birth.  
  
List document(s) seen to verify identity and address:

**School must retain a photocopy of evidence seen**

**Verified by and date of verification:**

1. **Right to Work in the UK**

The candidate has provided [satisfactory evidence](https://schools.oxfordshire.gov.uk/cms/content/step-3-offering-employment-and-pre-employment-checks), in accordance with the Immigration, Asylum and Nationality Act 2006, that they have the right to work in the UK and to undertake the type of work on offer  
  
List document(s) seen to verify right to work in UK:

**School must retain a photocopy of evidence seen**

**Verified by and date of verification:**

1. **Children’s Barred List (CBL)**

Where the candidate is eligible to have a [CBL](https://schools.oxfordshire.gov.uk/cms/content/step-3-offering-employment-and-pre-employment-checks) check because they will be working in Regulated Activity, the CBL check has been undertaken and it confirms that the candidate does **not** appear on the Children’s Barred List.

**School must retain confirmation of clearance**

**Verified by and date of verification:**

1. **Disclosure and Barring Service**

[(DBS) check](https://schools.oxfordshire.gov.uk/cms/content/step-3-offering-employment-and-pre-employment-checks) has been undertaken and a satisfactory disclosure certificate received and recorded

**School must retain confirmation**

**Disclosure certificate number:**

**Date of issue:**

**Verified by and date of verification:**

1. **Overseas criminal records check**

If applicable, the candidate has resided outside of the UK and has provided and [overseas](https://schools.oxfordshire.gov.uk/cms/content/step-3-offering-employment-and-pre-employment-checks) criminal records check.

**School must retain confirmation of clearance**

**Verified by and date of verification:**

1. **Academic and professional qualifications**

The candidate has provided original qualification certificates and/or copies certified by awarding institution(s) and [evidence](https://schools.oxfordshire.gov.uk/cms/content/step-3-offering-employment-and-pre-employment-checks) they have obtained all of the academic and professional qualifications they claim to have achieved.

**School must retain photocopies of certificates**

**Verified by and date of verification:**

1. **Teacher status checks**

Teacher Services should be used before appointing a teacher

**School must retain checks**

**Verified by and date of verification:**

1. **Health**

Delete as appropriate:

* The candidate has completed health declaration and has answered ‘no’ to all questions and has not met the absence level trigger for the school. No further action is required

or

* The candidate has completed a health declaration and has answered ‘yes’ to one or more of the questions and referred for review by occupational health

Following receipt of occupational health’s response, a risk assessment has been completed and the school deem the candidate to be currently fit for the post.

More information about [health](https://schools.oxfordshire.gov.uk/cms/content/step-3-offering-employment-and-pre-employment-checks) is available.

**School must retain health declaration information and relevant risk assessment.**

**Verified by and date of verification:**

**10) Driving licence**

If applicable, the candidate has verified that they hold the appropriate and valid driving licence and are adequately insured for business purposes.

**School must retain a photocopy of the driving licence and insurance policy, if applicable**

**Verified by and date of verification:**

**11) Childcare Disqualification Staff Declaration (Early and later years settings)**

Candidates working in early years settings, or who provide care in after schools clubs or breakfast clubs (including the manager or head teacher), for children under 8 must disclose anything that is a relevant offense (defined within the 2006 act) or must disclose where they live with someone who has a relevant offense as defined by 2006 child care act.

**School must retain the self-declaration form**

**Verified by and date of verification:**

**12) Online searches**

If search is undertaken (delete as appropriate)

* There were no issues/incidents evident from the online search
* There was an issue/incident evident from the online search but further to investigation and discussion with the candidate, the school is confident that this incident does not make them unsuitable to work in this school or pose a transferrable risk.

**Verified by and date of verification:**

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