

Invitation to Interview Checklist

Please complete the below checklist ensuring you have included all relevant documents for the interview.

Interview date:	
Post:	
All forenames:	
All surnames (including previous surnames):	

Please ensure that you have completed and/or provided the following documentation that the School requires.

Action	Yes	No
1. Disclosure of Criminal Convictions I confirm that I have completed and enclosed the attached Criminal Convictions Disclosure Form.	☐	☐
2. Disclosure of Child Protection Investigation Have you been subject to any child protection investigation? If yes, please provide details in a separate sealed envelope of the circumstances and the outcome including any warnings, orders or conditions.	☐	☐
3. Disclosure of Relationships Do you have any relationship with a pupil, employee, governor or trustee? If yes, please enclose details.	☐	☐
4. Documents Provided to Evidence Right to Work I confirm that I will provide evidence of my right to work in the UK. Please see the enclosed Home Office Right to Work Checklist.	☐	☐
5. Documentation to Process DBS Check I confirm that if appointed I will provide the appropriate documents to allow a DBS check to be undertaken. Please see the enclosed DBS check guidance. You will also need to provide documents that evidence any previous names you have been known by. For Example: Marriage certificate.	☐ ☐	☐ ☐
6. Qualification Certificates Provided I confirm that, I will provide the original copies of qualifications which I have declared as part of my application and which are an essential requirement for the role.	☐	☐
7. Prohibition Order (teachers only) I confirm that I am not prohibited from teaching.	☐	☐

The details of checks will be reported to the police and/or the Disclosure and Barring Service (DBS) if:-

- The DBS disclosure shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g. references).

Signature of Applicant: _____

Print Name: _____

Date: _____