

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 <u>Home Office Right to Work Checklist</u>.	☐	☐
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.	☐	☐
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.	☐	☐

Signature of Applicant: _____

Print Name: _____

Date: _____