

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.	<p>Disclosure of Criminal Convictions</p> <p>I confirm that I have completed and enclosed the attached Criminal Convictions Disclosure Form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>Disclosure of Child Protection Investigation</p> <p>Have you been subject to any child protection investigation?</p> <p>If yes, please provide details in a separate sealed envelope of the circumstances and the outcome including any warnings, orders or conditions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>Disclosure of Relationships</p> <p>Do you have any relationship with a pupil, employee, governor or trustee?</p> <p>If yes, please enclose details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>Documents Provided to Evidence Right to Work</p> <p>I confirm that I will provide evidence of my right to work in the UK.</p> <p>Please see the enclosed Home Office Right to Work Checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p>Documentation to Process DBS Check</p> <p>I confirm that if appointed I will provide the appropriate documents to allow a DBS check to be undertaken.</p> <p>Please see the enclosed DBS check guidance.</p> <p>You will also need to provide documents that evidence any previous names you have been known by. For Example: Marriage certificate.</p>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<p>Qualification Certificates Provided</p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<p>Prohibition Order (teachers only)</p> <p>I confirm that I am not prohibited from teaching.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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: _____