

## 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
<p>1. <b>Disclosure of Criminal Convictions</b> I confirm that I have completed and enclosed the attached Criminal Convictions Disclosure Form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. <b>Disclosure of Child Protection Investigation</b> 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. <b>Disclosure of Relationships</b> Do you have any relationship with a pupil, employee, governor or trustee? If yes, please enclose details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. <b>Documents Provided to Evidence Right to Work</b> 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. Certificate of Good Conduct, in addition for Teaching posts, a Letter of Professional Standing email cpq@naric.org.uk (if appropriate)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. <b>Documentation to Process DBS Check</b> 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. <b>You will also need to provide documents that evidence any previous names</b> you have been known by. For Example: Marriage certificate.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. <b>Qualification Certificates Provided</b> 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"/>
<p>7. <b>Prohibition Order (teachers only)</b> I confirm that I am not prohibited from teaching.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. <b>Section 128 direction (for applicable position)</b> I can confirm that I am not subject to a section 128 direction.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. <b>Online Disclosure Form</b> Completed and returned to hrservices@woottonparkschool.org.uk prior to interview</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: \_\_\_\_\_