# Safer recruitment record sheet

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of applicant |  |  |  |  |  |  |  |
| Position / role |  |  |  |  |  |  |  |
| **Qualification:** checked by / date |  |  |  |  |  |  |  |
| **ID check:** documents and ref numbers |  |  |  |  |  |  |  |
| **ID check:** checked by and date |  |  |  |  |  |  |  |
| **Right to work in UK:** documents and ref numbers |  |  |  |  |  |  |  |
| **Right to work in UK:** checked by and date |  |  |  |  |  |  |  |
| **References:** no of references obtained |  |  |  |  |  |  |  |
| **References:** checked by and date |  |  |  |  |  |  |  |
| **References:** risk assessment |  |  |  |  |  |  |  |
| **DBS:** disc number |  |  |  |  |  |  |  |
| **DBS:** checked by and date |  |  |  |  |  |  |  |
| **DBS:** update service checked by and date |  |  |  |  |  |  |  |