|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Candidate Interview Checklist/Outcome  To be Completed for each Candidate | | | | |
| Post Title: | Ref. No.: | | | |
| Candidate Name: | Internal: Yes / No | | | |
| Candidate Contact Telephone Numbers: 1. 2. | | | | |
|  | | Please tick | | |
| Yes | No | NA |
| Has the candidate provided a **Passport**?   * Photocopy any page that shows the candidates details including the individuals photograph, signature, D.O.B and expiry date of the passport*.* * *Photocopy any appropriate page containing a UK government stamp or endorsement for your recruitment contact to check eg Visa document, Biometric Residence Card* | |  |  |  |
| Has the candidate provided a **Drivers Licence**?   * *Photocopy both sides of the licence/photocard. Essential for posts involving driving* | |  |  |  |
| Has the candidate provided proof of **current address**?   * *Photocopy of utility bill,bank/ building society statement (must be within last 3 months) council tax (must be within last 12 months)* | |  |  |  |
| Has the candidate provided a **marriage certificate** or proof of change of name?   * *Photocopy required if the candidate identity documents/qualifications in a different name* | |  |  |  |
| Has the candidate provided evidence of the **qualifications** specified as essential in the recruitment documentation?   * *Photocopy qualification(s)* | |  |  |  |
| If **No** to any of the above, please list the alternative documents provided (if any): | | | | |
| After checking the above documents the candidate has provided I am satisfied that they are all authentic and refer to the candidate. I have **copies** of all the above documentationand **signed** and **dated** each copy  Signed Print Name Date | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interview Outcome**  **To be Completed for Successful Candidate ONLY** | | | | |
| Band: | | Location: | | |
| Full or Part-time? | Hours: | | | Frequency per Week / Fortnight |
| Permanent or Fixed-term? | If fixed-term, length of contract and reason | | | |
| Verbal Conditional offer made? Yes / No | Obtained permission to take up reference Yes / No  *Confirm professional email address provided on application form* | | | |
| If Internal, start date (if known) | References required for internal candidate? Yes / No | | | |
| Additional contractual information e.g. allowances, on-call arrangements, lease car etc. | | | | |
| Will you be completing a higher starting salary form? Yes / No  *If Yes, when approved please send a copy to your recruitment contact* | | | | |
| Where there is an option for equivalent experience as an alternative to an essential qualification, are you satisfied that this candidate meets the essential criteria? Yes / No (If Yes – copies of qualifications not required) | | | | |
| Signed  Print Name | | | Contact No.  Date | |

Please **scan and email** this form to your recruitment contact **immediately** following your conversation with your successful candidate, together with the **Interview Assessment** form and all the identity and qualification documents relating to this candidate. If you do not have access to a scanner please return these documents by **Recorded Delivery** or you can take photo’s using a smart phone / i-pad. In which case you need to set the documents on the signed and dated **ID** **Certified Copy template**. Copies of identity documents must not be sent via internal mail. Interview notes for all candidates can be scanned and emailed or returned by recorded delivery.