



Recruitment And Selection Checklist

Contact with children and/or vulnerable persons	<ul style="list-style-type: none">• What contact with children/persons in vulnerable situations will the position involve?• Will the position involve unsupervised contact with children/persons in vulnerable situations, or does it involve a position of trust?• What other forms of contact will the person have with children/persons in vulnerable situations, e.g., email, telephone?	
Defining the role	<ul style="list-style-type: none">• Have the tasks and skills necessary for the position been considered?• Does the task description refer to working with and having responsibility for children/persons in vulnerable situations?	
Key selection criteria	Has a list of essential and desirable qualifications, skills and experience been developed?	
Written application	<ul style="list-style-type: none">• Have all applicants been asked to supply information in writing, including personal details, past and current work/volunteering experience?• Have application forms been developed?	
Interview	<ul style="list-style-type: none">• Have at least two representatives been identified to meet with the applicant to explore information contained in their application?• Have the applicant and application forms been carefully considered, highlighting points to raise at interview, including:<ul style="list-style-type: none">-The applicant's attitudes towards working with children/vulnerable persons;Areas you want to explore in more detail;<ul style="list-style-type: none">• Gaps in employment history;• Vague statements of unsubstantiated qualifications;• Frequent changes of employment?	
Declaration	<ul style="list-style-type: none">• Has the successful applicant been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children/persons in vulnerable situations?• Has the successful applicant been asked to declare any past criminal convictions and cases pending against them?	
Identification	<ul style="list-style-type: none">• Have applicants been asked, where necessary, for photographic documentation to confirm their identity and place of residence?• Will documentation relating to the applicant's identity and relevant qualifications be checked at the	



	interview?	
Qualifications	<ul style="list-style-type: none">• Are applicants asked for documentation to confirm their qualifications?	
Police Checks	<ul style="list-style-type: none">• Does the position require the applicant to be police checked?• Has the applicant been informed that they may need to undergo police checked before they take up any appointment? Does this applicant require a certificate of police clearance from other countries in which they have worked/volunteered?	
Records	<ul style="list-style-type: none">• Are details of the selection/induction process retained in the personnel file of the successful applicant? Are references kept on file as part of the record of the recruitment process?• Are personnel informed that information such as application and declaration forms are held on file?	
Confidentiality	<ul style="list-style-type: none">• Is information about the applicant only seen by those directly involved in the recruitment process?• Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unlawfully?	
References	<ul style="list-style-type: none">• Are applicants asked to supply the names of two referees who are not family members, or who are not involved in the recruitment process, and ideally who have first-hand knowledge of the applicant's experience of work/contact with children?• Are referees asked specifically to comment on the applicant's suitability to work with children/vulnerable persons?• Are all references provided in writing and verified by a follow-up telephone call?	
Suggested questions for referees	<ul style="list-style-type: none">• The post involves substantial access to children/persons in vulnerable situations. We are committed to the welfare and safeguarding of children/persons in vulnerable situations. Have you any reason at all to be concerned about this applicant being in contact with children/persons in vulnerable situations?• How long have you known this person?• In what capacity?• Would you have any hesitation in them taking up this position?	