

**Recruitment Checklist**

**New Linc Health Care Services**

<b>Title:</b>	<b>Surname:</b>
<b>Middle Name:</b>	<b>Forename:</b>
<b>Job Applied:</b>	<b>Reference No:</b>

<b>Pre Employment Checks</b>	<b>Date Checked</b>	<b>Signature</b>
<b>Job Application Received</b>		
<b>Visa Status (Students, Visa Expiry Date, Misc)</b>		
<b>Eligibility to Work in the UK (Yes / No / Details)</b>		
<b>Education History / Mandatory (Pre Employment Training Records)</b>		
<b>Employment History Completed</b>		
<b>Health Checks Completed</b>		
<b>Immunization / Vaccination Record Completed</b>		
<b>Professional Registration (NMC PIN no &amp; Expiry Date)/Checked Online</b>		
<b>Application Scanned / Short listed and Applicant informed of the Outcome (Successful / Unsuccessful)</b>		

<b>Interview Conducted by:</b>	<b>Date:</b>	<b>Signatures:</b>
<b>Outcome of the interview (please circle one)</b> <b>Suitable / Require more information / Not suitable for the above post / Other</b>		

<b>Screening Checks</b>	<b>Sent</b>		<b>Received</b>	
	<b>Date</b>	<b>Signature</b>	<b>Date</b>	<b>Signature</b>
<b>POVA First / ISA Adult First or POCA (Please circle as appropriate)</b>				
<b>CRB</b>				
<b>Reference 1: (Previous Employer / Institution / Professional / Clinical)</b>				
<b>Reference 2: (Character Reference / Previous Employer)</b>				
<b>Letter (sent / received) confirming the outcome of the application (Successful / Unsuccessful / Starting Date / Induction)</b>				

<b>Other Checks / Payroll / Trainings</b>	<b>Comments</b>	<b>Date</b>	<b>Signature</b>
<b>P45/P60 Checked or P46 Form Completed</b>			
<b>Induction Training Completed</b>			
<b>Induction Documents / Employees Standards Signed by Employee</b>			
<b>Staff Hand Book Issued by:</b>			
<b>ID Badge / Time Sheets / Other Documents Issued by:</b>			
<b>Uniform Issued by:</b>			

<b>Misc Documents Records</b>	<b>Checked by</b>	<b>Date</b>	<b>Signature</b>

**File signed off by Manager: (Name)**

**Signed / Dated**

