

New File

Telephone Screening (_____)

- Telephone Screening document is uploaded in the system
- Telephone Screening candidate name matches the applicant name in the application form
- Short listing criteria is fulfilled for the position and signed by the HR manager and dated _____

Interview Q&A and Job offer (_____)

- Interview questions and answers are uploaded in the system
- Scoring sheet is filled and selected fit for the role signed by the HR manager and dated _____
- Scoring sheet applicant name matches the application form name
- Job offer only to be issued after satisfying right to work in UK
- Job offer letter sent date _____
- Job offer accepted by the candidate and dated _____
- Job offer name matches with the applicant name
- Job offer letter is uploaded in the system

Application Form (_____)

- Application date _____
- Application name is matching with ID documents
- Applicant signature is matching with ID documents
- Emergency contact details is filled - Name and Contact number
- Employment history NO gaps
- Employment history have gaps and gaps explained
- Reference given in the application form is the previous employer details
- No Previous employer, so Character reference details are given
- Reference received is matching the Referee details in the application form
- Reference received authentication check is done
- Reference changed and new Reference details is updated in the application form
- Job Description is signed by the application and dated _____
- Job Description signed name matches with the applicant name
- Job Description is uploaded in the system
- All parts of application if fully filled and no gaps identified.

Health Monitoring Form (_____)

- Health monitoring form document is uploaded in the system
- Health monitoring form Signed by the candidate and dated _____
- Health Monitoring form name matches with the applicant name
- Health Monitoring form is filled in full and no gaps identified
- The applicant has highlighted health issues in the form
- Action plan in place for the health issues identified.

Equal Opportunities (_____)

- Equal Opportunities document is uploaded in the system
- Equal Opportunities form signed by the candidate and dated _____
- Equal Opportunities form name matches with the applicant name
- Equal Opportunities form is filled in full and no gaps identified

Documents: Check the Name match with the applicant name

- ID Proof Passport or Travel Document or Other Expiry Date _____
- Visa (if applicable) Type _____ and Expiry Date _____
- Employment Check in Service
- Trust ID Check completed
- Work Right Check – Annex B Form completed and uploaded
- NI Number evidence uploaded in the system
- 2 Address Proofs document uploaded in the system
- Letter from university for Student visa to confirm the working hours uploaded
- System is updated with working hours restriction
- Qualification certificate uploaded
- Qualification certificate verified uploaded
- Training Certificates uploaded
- ID Proof Passport or Travel Document or Other Expiry Date _____
- Visa (if applicable) Type _____ and Expiry Date _____

Comments: _____

Reference 1 (_____)

- Professional Reference uploaded in the system match with applicant name
- Character reference uploaded in the system
- Reference received is matching the Referee details/duration/relationship in the application form
- Reference received authentication check is done
- Reference signed by the referee and dated _____
- Where possible obtain the records such as Letterheads, Business Cards and company house information

Reference 2 (_____)

- Professional Reference uploaded in the system match with applicant name
- Character reference uploaded in the system
- Reference received is matching the Referee details/duration/relationship in the application form
- Reference received authentication check is done
- Reference signed by the referee and dated _____
- Where possible obtain the records such as Letterheads, Business Cards and company house information

Comments: _____

DBS (_____)

- Enhanced DBS document uploaded in the system
- DBS dated _____
- DBS NO convictions**
- For Online DBS, Verification needs to be done along with the copy of Enhanced DBS
- DBS name match Applicant name and Job offered position
- DBS have minor convictions identified; Risk Assessment need to be done
- DBS Have convictions, Professional / Character references need to be obtained to cover the duration from the Incident date to application date.
- DBS Convictions risk assessment uploaded in the system

Employment Contract (_____)

- Employment contract is uploaded in the system
- Applicant name and position in the contract matches the application form
- Employment Contract signed date _____
- Start date in the employment contract _____
- Chosen Care Group representative signed the contract and dated _____

- Applicant signed the contract and dated _____
- Staff Handbook, Uniform, ID Card and Policies and Procedures access received and signed by the employee and dated _____
- Applicant signed the GDPR form and dated

eLearning & Refresher Trainings: (_____)

- eLearning Trainings certificates uploaded in the system
- Annual Refresher Trainings uploaded in the system
- Employee name match with all documents

Shadow Form (_____)

- Shadow form completed and uploaded in the system
- Shadow signed and dated by the Care worker and supervisor
- Action plan made if the Supervisor suggests the employee need to go through the Trainings or second shadow required at the same time the employee has the right to request for more Trainings.
- Action plan followed up, and signed off by the HR Manager
- Applicant name match with all documents

Observation: (_____)

- First Observation completed within first 12 weeks. Dated _____
- Observation form fully filled, and signed by the candidate and Supervisor
- No action plan agreed in the observation
- Follow up document If any action plans are identified
- Second Observation must be arranged and carried out where required for example in first observation Medication or Manual Handling is not covered
- Employee name match with all documents

Care Certificate Training: (_____)

- Attendance sheet
- Assessment papers marked
- Medication Competency assessment
- Manual handling Competency assessment
- Care Certificate Certificates uploaded
- Employee name match with all documents

Specialised Training (_____)

- Attendance sheet
- Assessment papers marked
- Certificates uploaded in the system
- Employee name match with all documents
- Competency assessment on _____
- Competency assessment on _____
- Competency assessment on _____