**DATE**

**EMPLOYEE:**

**POST:**

**SCHOOL:**

I can confirm that the following pre-employment checks have been carried out and are complete.

Please keep this letter in the employee’s personnel file.

|  |  |  |
| --- | --- | --- |
| **CHECK** | **RESULT** | **FURTHER DETAILS** |
| **ENHANCED DBS** | Certificate no:Issued: |  |
| **CHILDREN’S BARRED LIST CHECK** | Clear | Checked DATE |
| **REFERENCES** | 2 satisfactory received |  |
| **ONLINE SEARCH** | No risk identified | Report DATE |
| **PHYSICAL AND MENTAL FITNESS** | Fit to work | Report DATE |
| **RIGHT TO WORK IN UK** | British | Passport no:Exp: |
| **VERIFY QUALIFICATIONS** | Certificates provided DATE |  |
| **TEACHER STATUS**  | QTS:  | DATE |
| **TEACHER PROHIBITION CHECK** | Clear | Checked DATE |
| **CHILDCARE DISQUALIFICATION POLICY** | Signed DATE |  |

Yours sincerely,



Ann Daly

HR Manager