

## SAFER RECRUITMENT CHECKLIST

This form is designed to assist you with the recruitment process in line with the Methodist's Church's commitment to safely recruit and support all those with a responsibility for children, young people and vulnerable adults. For more detailed information please see part three of the Safer Recruitment policy which can be found [here](#).

STEP	ACTION	✓ / x
<b>ADVERTISE</b>	<ul style="list-style-type: none"> <li>▪ Details about the role</li> <li>▪ a timetable for recruitment</li> <li>▪ your commitment to safeguarding</li> <li>▪ whether a criminal record check will be required</li> </ul> <p><i>Even volunteer roles should be advertised in a manner appropriate to the vacancy.</i></p>	<b>Yes/No</b>
<b>ROLE OUTLINE</b>	Check and update <b>role description</b> and <b>person specification</b> for the role(s). This will be a role outline for volunteer posts. Consider whether the activities specified require a criminal record check.	<b>Yes/No</b>
<b>APPLICATION FORM</b>	Has the applicant completed the Safer Recruitment application form? Have they provided all the required information about themselves? Has the applicant completed the safeguarding declaration section of the application form?	<b>Yes/No</b>
<b>CHECK INFO PROVIDED</b>	Scrutinise each application carefully and fairly with reference to the criteria for the role before carrying out interviews or discussions with candidates.	<b>Yes/No</b>
<b>INTERVIEW</b>	Conduct interview for <i>ALL</i> shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description. Applicants should be interviewed by a panel of at least two people.	<b>Yes/No</b>
<b>IDENTITY CHECKS</b>	Carry out appropriate checks for your shortlisted candidates, including references. Confirm identity and relevant certificates of qualifications/course attendance, as appropriate.	<b>Yes/No</b>
<b>OFFER</b>	Inform the chosen candidate in writing that they will be offered the role and where applicable advise them that this is subject to satisfactory checks. Including the relevant level of DBS/PVG certificate. Unsuccessful candidates will be notified.	<b>Yes/No</b>
<b>REFERENCES</b>	References should always be requested and thoroughly checked. Two written references should be sought with at least one from a former employer.	<b>Yes/No</b>