



Worker Check Sheet

Name

Address

.....

Contact No.

Job Title (eg. Youth Club Leader)

		Yes/No	Safeguarding Coordinator Signature & Date
Job description and Declaration	Out	<input type="checkbox"/> <input type="checkbox"/>
Job Description and Declaration	In	<input type="checkbox"/> <input type="checkbox"/>
Job Application	Out	<input type="checkbox"/> <input type="checkbox"/>
Job Application	In	<input type="checkbox"/> <input type="checkbox"/>
References	Out	<input type="checkbox"/> <input type="checkbox"/>
References	In	<input type="checkbox"/> <input type="checkbox"/>
Interview Successful		<input type="checkbox"/> <input type="checkbox"/>
Self-Declaration	Out	<input type="checkbox"/> <input type="checkbox"/>
Self-Declaration	In	<input type="checkbox"/> <input type="checkbox"/>
Self-Declaration to Lead Signatory		<input type="checkbox"/> <input type="checkbox"/>
PVG Application	Out	<input type="checkbox"/> <input type="checkbox"/>
PVG Application	In	<input type="checkbox"/> <input type="checkbox"/>
PVG Application to Lead Signatory		<input type="checkbox"/> <input type="checkbox"/>
Satisfactory PVG Scheme Record		<input type="checkbox"/> <input type="checkbox"/>
Kirk Session appoint on probation		<input type="checkbox"/> <input type="checkbox"/>
Guidelines given to Worker		<input type="checkbox"/> <input type="checkbox"/>
Follow-up interview after....months		<input type="checkbox"/> <input type="checkbox"/>
Kirk Session appoint		<input type="checkbox"/> <input type="checkbox"/>

Notes:

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Worker Check Sheet (continued)

Name

Any concerns arising from Information on Application Form. Enter "none" or describe:

.....
.....

Names of Referees on Application Form

Type of Regulated Work (Children or Protected Adults) in the Congregation:-

..... from to
..... from to
..... from to
..... from to

Date of leaving Reason

Any Concerns? If so, describe:

.....
.....

Any action taken, eg. reported to whom?

.....
.....

I confirm the Worker knows the contents of this record.

Signed
Safeguarding Coordinator

Date