

Regulation 5: Fit and Proper Person Requirements
Directors and Non-Executive Directors – Recruitment Checklist

Post Title:

Preferred Candidate:

(To be read in conjunction with the NHS Employment Check Standards)

Documents checked confirming right to work in the UK	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Documents checked confirming identity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recent photograph checked and kept on file	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Detailed review of full employment history has been undertaken to include review of external information as necessary Comments on any information/issues identified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Two detailed references have been received (one from most recent employer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Original documentation relating to Qualifications and Professional Registration checked	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Occupational Health Review undertaken (if required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disclosure and Barring Service (DBS) check completed (where appropriate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Search of insolvency and bankruptcy register and disqualified directors register completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Recruitment Checks Completed by:

Name _____ Position _____
Signed _____ Date _____

Fit and Proper Person Regulation Compliance Confirmed :

Name Sean Lyons Position **Chairman**
Signed _____ Date _____