## Pre-appointment checklist

### 1. Proof of identity

* All applicants must provide valid proof of identity (e.g. passport, driving licence).
* Documents must be scrutinised for authenticity and recorded.

### 2. References

* **Minimum of two written references** required for all roles.
* Referees must be over 18 and not related to the applicant.
* Verbal, self-supplied, or generic references (e.g. “To whom it may concern”) are not accepted.

### For volunteers:

* At least one reference must be from outside the current church body.
* One reference must comment on the applicant’s ability to work with the relevant group (e.g. children, vulnerable adults).
* If the applicant has worked with vulnerable groups in the past two years, a reference must be sought from that organisation.

### For employees:

* At least one reference must be from the current or most recent employer or voluntary role.
* A **minimum referencing period of two years** applies, which may require more than two references.

### 3. Right to work in the UK

* Applicants must provide evidence of their legal right to work in the UK.
* This is a legal requirement and must be documented.

### 4. Disclosure and barring service (DBS) checks

* An **enhanced DBS check** is required for roles involving children, young people, or vulnerable adults.
* The level of check must match the role’s responsibilities.
* The applicant must complete Church of England safeguarding training appropriate to the role.

### 5. Confidential declaration

* Applicants must complete a confidential declaration form regarding any past safeguarding concerns or convictions.
* This is reviewed alongside the DBS check.

### 6. Verification of qualifications and experience

* Where relevant, qualifications and previous experience must be verified.
* This may include checking certificates or contacting previous employers.

### 7. Safer recruitment documentation

* All checks must be:
  + Confirmed in writing
  + Scrutinised for accuracy
  + Documented and securely stored
  + Followed up if discrepancies arise