

The top half of the page features three large, overlapping teal geometric shapes that resemble stylized arrows or chevrons pointing towards the right. The shapes are layered, with the top-most one being the most prominent.

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# **Pre-employment checks and criminal record risk assessment form**

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Registered charity no. 226171

**Section A:**

**To be completed by the relevant Line Manager/Hiring Manager and Human Resources**

Please complete in full:

Name of applicant:

Post applied for/current post:

Level of disclosure required	Enhanced and barred	Enhanced	Standard	Basic
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Division/Department:				
Date of assessment:				
Name of assessor one (HR Team):				
Name of assessor two (Line Manager):				

## Section B:

### Pre-employment checks for new applicants (not applicable to existing employees)

Nature of check	Yes	No	Pending	N/A
Full identity checks completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right to work check completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overseas criminal record check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference requests and employment history has been completed with all gaps accounted for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational health check completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of professional registration received and validated (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the applicant declared any criminal convictions or cautions in the UK or any other country, or are they under police investigation?  If 'Yes', completed Sections C, D, E & F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other relevant pre-employment check questions (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section C:

**Nature of convictions or police intelligence disclosed – (to be completed by the Hiring Manager/Line Manager and Human Resources during risk assessment meeting)**

Question	Yes/No	Please provide details
Nature of caution(s) conviction(s) and other relevant information (Continue on separate sheet if necessary)		
Offence: Date of caution:		
Offence: Date of conviction: Sentence:		
Offence: Date of conviction: Sentence:		
Offence: Date of conviction: Sentence:		
Offence: Date of conviction: Sentence:		
Has any other relevant information been disclosed by the police which causes concern? (if applicable)		
Is the person barred from working in regulated activity? (if applicable)		
Age at time of offence(s)		

Length of time since offence(s)		
Seriousness of offence(s)		
Does the person have a pattern of offending or other relevant behaviour?		
Are the offences relevant to the role applied for?		
What were the circumstances surrounding the offence(s)?		
Attitude to the offence(s)		
Efforts made to not reoffend		
Is the applicant taking part in a specific remedial/action programme?		
Have the individual's circumstances changed since the offence(s)? If so, how?		
Does the nature of the job present any opportunities for the post holder to re-offend in the place of work?		
Does the post involve regular one-to-one unsupervised contact with vulnerable people?		
Does the post involve direct contact with the public?		
What level of supervision does the post holder receive?		

Does the position involve direct responsibility for finance or items of value?		
Does the position involve a significant level of trust?		
Were suitable references obtained and ID checked?		
If references gave cause for concern, please state details		
Are there any potential risks to the reputation of the organisation?		
Enter below any further questions you may feel relevant to the post in respect of criminal offences if necessary		

## Section D:

To be completed by line manager after risk assessment meeting has taken place

Please enter below any precautionary measures recommended in the light of the above questions to ensure that the risk of any reoccurrence of any potential criminal activity or associated behaviour is avoided. In order to be more specific this can be expanded on as necessary for the particular role as required.

1.	
2.	
3.	

## SECTION E:

### Criminal record risk hazard form

Please record below any organisational risk of harm. This should relate specifically to the impact on the organisation and not the individual.

<b>Nature of hazard?</b> e.g. reputational risk, risk of sexual harm, risk of theft
<b>Who might be harmed?</b>
<b>What is already/will be done to minimise risk?</b>
<b>Likelihood of hazard/risk occurring? Please select from:</b> 1 = Very unlikely   2 = Fairly unlikely   3 = Fairly likely   4 = Very likely

<b>Impact of hazard/risk? Please select from:</b> 1 = Minor impact    2 = Fairly serious impact    3 = Very serious impact
<b>What is the remaining risk based on likelihood and impact? e.g. low/medium/high</b>
<b>What further action is required?</b>
<b>Who is responsible for taking this action and by when?</b>



## Section F:

To be completed by all parties carrying out the assessment

Declaration by HR Team and Relevant Manager. (Tick as appropriate)

- The information below has been fully considered and we are satisfied that it is safe to allow the named individual to commence/continue work.

Detail action to be taken below

- The information has been considered above and we are/are not\* satisfied that it is safe to allow the named individual to commence/continue work.

\*Delete as appropriate

HR Team	Relevant Manager
Signed	Signed
Print name	Print name
Date DD/MM/YYYY	Date DD/MM/YYYY

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