

**Pre-employment Checklist**

World Youth Organization

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| **Employee Details** |
| Employee Name:  |
| Role Applied For:  |
| Volunteer/Trustee |[ ]  Payed Staff |[ ]
| **Disclosure Barring Service (DBS)** |
| Basic DBS Check |[ ]  Standard DBS Check |[ ]
| Enhanced DBS Check |[ ]  N/A |[ ]
| **Reference** |
| Former Employer (line manager) |[ ]  Teacher |[ ]
| Colleague |[ ]  Friend/Family |[ ]
| **Right to Work Status** |
| Right to Work |[ ]  N/A |[ ]
| **Mandatory Training/Consent** |
| Safer Staffing & Recruitment |[ ]  Equality and Diversity  |[ ]
| LGBTQ+ Awareness |[ ]  Child Protection Awareness |[ ]
| Confidentiality/Info Sharing |[ ]  Designated Safeguarding Lead  |[ ]
| WYO Educate Facilitator Training |[ ]  Mental Health First Aid Training |[ ]
| Video/Photography Consent |[ ]  Social Media Training |[ ]
| **Signed off by appropriate member of staff** |
| Name | Date | Role at Charity |
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