

**Pre-employment Checklist**

World Youth Organization

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | |
|  |  | | |  | |