

Interview checklist to review information disclosed on a positive DBS trace for new and renewal checks

Name of applicant/employee:

Position applied for/existing position:

Name of line manager/recruiting manager:

Date of meeting:

Line Manager

Having interviewed the above named person, it is my view that the applicant is suitable/unsuitable for proposed/existing employment:

Signed:

Date:

Name:

Head of Service

I agree/disagree with the above because

.....
.....
.....
.....

Signed:

Date:

Head of Service

Name:

Checklist for external applicants	
Consider the length of time since the offence occurred?	
Consider the seriousness of the offence and it's relevance to the safety of service users, work colleagues and council property	
Consider any relevant information offered by the applicant about the circumstances which led to the conviction/caution/reprimand	
Consider if the conviction/caution/reprimand would have an impact on the role being offered to the applicant	

Was the offence a one-off or part of a history of offending	
Did the applicant disclose this information on application form or at interview? If not explore reasons why not disclosed	
Comments e.g. advice sought from legal/HR	

Checklist for existing employees/relief workers	
Establish if line manager was notified of offence and outcome by employee	
Consider how long the employee relief workers has worked for the council	
Consider any relevant information offered by the applicant about the circumstances which led to the conviction/caution/reprimand	
Was the offence a one-off or part of a history of offending	
Consider the seriousness of the offence and it's relevance to the safety of service users, work colleagues, council property	
Comments e.g. advice sought from Legal/HR	