



## Vulnerable Children's Act Recruitment Checklist – Safe School Policy

	DATE	NOTES
Advertise position		
Shortlist candidates		
Interviews done face to face		
Interview not done face to face		
Identity confirmed - NZ Driver's Licence / NZ Passport or any other identification provided		
Chronological work history assessed		
References contacted <ul style="list-style-type: none"> <li>Note how contacted</li> <li>Note how no. referees checked</li> </ul>		
Police Vet completed		
Overall risk assessment made		
Appointment made		

***To remain on HR file of successful applicant:***