**File checklist – external candidate**

**Confidential**

|  |  |
| --- | --- |
| **Job reference:** |  |
| **Post:** |  |
| **Contract status:** |  |
| **Candidate name:** |  |
| **DOB:** |  |
| **PPS:** |  |

**HSE Employee: Yes  No**

|  |  |  |  |
| --- | --- | --- | --- |
| **Recruitment** | | | |
| Job Specification | | |  |
| Qualifications (if applicable) | | |  |
| Copy of Completed Application Form | | |  |
| Validation | | |  |
| Signed Declaration Form | | |  |
| Profession Registration number: e.g. MCI/CORU/NMBI (if applicable) | | |  |
| Profession Membership number (if applicable) | | |  |
| **Interview Results** | | | |
| Interview Marking Sheet | | |  |
| Interview Notes | | |  |
| **Confidential and medical information** | | | |
| Garda Clearance initiated |  | Occupational Health initiated |  |
| Garda Clearance |  | Occupational Fit Slip |  |
| Proof of Address |  | Overseas Clearance initiated (if applicable) |  |
| Reference 1 |  | Overseas police clearance (if applicable) |  |
| Reference 2 |  | Statutory Declaration |  |
| Reference Additional (if applicable) |  | Work Permit (Where appropriate) |  |
| Reference Current (6 months or more) |  | Birth Certificate |  |
| Photographic ID |  | Marriage Cert (if required for ID) |  |
| **Incremental credit** | | | |
| Verification of Service Record | | |  |
| No Verification on File | | |  |

**Reviewed by:**

|  |  |
| --- | --- |
| **Notes for file** | |
| **Item:** | **Outcome:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |