**File checklist – external candidate**

**Confidential**

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

**HSE Employee: Yes** [ ]  **No** [ ]

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| **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 |[x]
| 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:**

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