



Policy No: JSD/HR/24	Authorised by: Davina Powell	Review Date:
Policy Date: 7th September 2023		Date of Next Review: 7th September 2024
AGENCY STAFF SUITABILITY		

SJD Homes is responsible for ensuring that all our staff are suitable to work with children. This is achieved by following a rigorous robust recruitment process.

In the case of staff that are supplied by an agency or third party organisation, SJD Homes is required to ensure that the agency or organisation has carried out the relevant mandatory checks.

To facilitate this requirement, please complete the following declaration.

Name of Agency or third party organisation.		
<i>On behalf of the above agency, I declare that we have received, and can evidence for all our care staff, the following:</i>		
proof of identity, including a recent photograph		<input type="checkbox"/>
a relevant Disclosure and Barring Service (DBS) certificate		<input type="checkbox"/>
two written references, including a reference from the person's most recent employer, if they had one		<input type="checkbox"/>
verification, as far as reasonably possible, of the reason why their previous employment or position ended		<input type="checkbox"/>
documentary evidence of any qualifications that the person considers relevant for the position		<input type="checkbox"/>
a full employment history, together with a satisfactory explanation of any gaps in employment, in writing		<input type="checkbox"/>
Proof of eligibility to work in the United Kingdom		<input type="checkbox"/>

<i>I understand that if any of the above information is proved to be incorrect, at any time, SJD Homes will be required to notify Ofsted of the circumstances.</i>		<input type="checkbox"/>
Declaration signed by:		
Name		
Signature		
Position		
Date		

