Checklist

This may be used as aide memoire when appointing staff / volunteers to posts working with children/young people.

(name of parish)

1. Name of volunteer _____

2. Date role description agreed by PCC _____

3. Date application form received from candidate _____

4. Date confidential declaration received _____

5. Written reference 1 Name of referee _____

   Date letter sent _____

   Reply received _____

6. Written reference 2 Name of referee _____

   Date letter sent _____

   Reply received _____

7. Date completed CRB form received _____

8. Date CRB form signed and sent to diocesan office _____

9. Date CRB response received _____

10. Date appointment agreed by PCC _____

11. Date of start of probationary period _____

12. Date post confirmed _____