

CPG70 – Fit & Proper Persons Procedure - APPENDIX 5

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

Fit and Proper Persons Requirement: Board Directors Checklist

This checklist must be completed for all applicants for the positions included in the Trust's Fit and Proper Persons procedure.

Where the Trust engages the services of a recruitment consultancy to assist with an appointment, it will ask the consultants to carry out all or some of the checks and will request documentary evidence that the checks have been completed satisfactorily.

First Name		Surname	
Position		Date	

		Yes	No	Date/Comments
Identification Checks				
1	Evidence of the right to work checklist (NHS Employment Standards)			
2	Confirmation of any restrictions on right to work in UK			
3	Confirmation copies taken and verified			
Employment History				
4	Confirmation of full employment history			
5	Any gaps in employment/study have been clearly documented and written explanations provided			
Qualification Checks				
6	Original certificates verified for mandatory qualifications			
7	Confirmation copies taken and verified			
Criminal Record Checks				
8	Standard DBS Disclosure received prior to commencement of contract			
9	Confirm e-DBS undertaken and date received			
10	Enhanced DBS in place (children or vulnerable adults)			

		Yes	No	Date/Comments
11	Confirm DBS undertaken and date received			
Professional Registration				
12	Evidence of professional registration checked at initial appointment			
13	State professional body and details of registration			
References				
14	Reference from current employer and a further relevant reference			
Occupational Health Checks				
15	Completed OH Declaration Form received			
16	OH referral completed if appropriate			
Fit and Proper Persons Checks				
17	Declaration Form received and confirmation of no cause for concern			
18	If there is any cause for concern, confirm outcome after discussion with the chair of the Appointments Panel			
19	Confirm check against the 'barred' list: <ul style="list-style-type: none"> • Register of disqualified directors • Bankruptcy/insolvency register • Register of removed charities trustees 			
20	Confirm any relevant web search results			