Pre-employment clearance form

Schools in England. One form per appointee. Record the date, checker and evidence location for each check. Use C for confirmed, P for pending or N/A with a reason.

Candidate reference and role _____

School and actual or proposed start _____

Conditional offer issued and accepted _____

Regulated activity and check route _____

Check	Status	Date and checker	Secure evidence location
Identity and name history	_____	_____	_____
Right to work and recheck where required	_____	_____	_____
Enhanced DBS and barred list where applicable	_____	_____	_____
Separate barred list check if lawful and required	_____	_____	_____
Teaching prohibition or applicable restrictions	_____	_____	_____
Required qualifications, QTS and induction	_____	_____	_____
Section 128 for in-scope management	_____	_____	_____
Childcare disqualification where applicable	_____	_____	_____
Additional checks for overseas history	_____	_____	_____
Fitness for duties after offer and adjustments	_____	_____	_____
References verified and concerns resolved	_____	_____	_____

Original DBS certificate and consent are required when using the Update Service. Verify identity, workforce, level and relevant barred-list coverage. Use the prescribed right-to-work route before employment. Record relevant checks on the SCR, with separate evidence in the approved personnel record.

A pending DBS request is not clearance. For an eligible early start in regulated activity, record all other checks, the lawful separate barred list check, supervision and review. Do not start work in EYFS-covered settings before receipt of the required enhanced DBS with barred list information.

Outstanding condition, N/A reason or interim control _____

Decision ☐ Cleared ☐ Hold ☐ Lawful supervised start

Authoriser, date and review date if applicable _____

Sources

KCSIE 2026 | 302 to 304, 313 to 357 and 359 to 363

Home Office | Right to work checks

DBS | Update Service for employers

Acas | Conditional offers