

Instructor Vetting Prompt Form



This document has been designed to offer the club or instructor undertaking the recruitment process a formal prompt to help consider some key areas prior to making any condition offer.

It is the responsibility of each individual club to ensure this form is representative of their needs and fit for purpose at a local level.

This form is designed for internal club use only and should be kept strictly confidential.

CLUB NAME:

LEAD INSTRUCTOR:

Person Completing This Form

NAME:

POSITION:

Instructor Vetting Prompt Form



About The Role

What Role Are You Recruiting For?

Remember to include the job title, hours or classes required, pay or remuneration and any other important information to help identify the role.

What disciplines or styles do you require the instructor to teach?

On what basis will you be hiring this instructor?

You should make the distinction here between employee, self employed, contractor etc. Remember to clearly state any terms of employment such as 'freelance basis' etc

Instructor Vetting Prompt Form



About The Applicant

FULL NAME: DATE OF BIRTH:

CURRENT ADDRESS :

IMPORTANT: You must establish address history over the last 5 years.

OTHER ADDRESSES:

Continue on separate sheet if necessary

VETTING

Have you seen and verified a document that confirms proof of identity and that bears a photograph?

YES

What document has been confirmed?

E.G: Photo Driving License, Passport etc

Has a copy of the document been obtained?

YES

Instructor Vetting Prompt Form



About The Applicant (Cont.)

If working with children or adult at risk

It is imperative this page is completed if the applicant may or will be working with or coming into unsupervised contact with anyone under the age of 18 and/or with any adults at risk.

Has this person ever had any previous work involving children, young persons or adults at risk? If so, obtain details;

REFERENCES

As this person is working with vulnerable persons it is important that two references are obtained and checked.

REFERENCE 1

FULL NAME:

E-MAIL:

PHONE:

ADDRESS:

REFERENCE 2

FULL NAME:

E-MAIL:

PHONE:

ADDRESS:

VETTING

Remember, you must contact atleast two references and you should;

- > State clearly that the post involves direct contact with children/young people and other relevant details
- > Request the references in writing
- > Follow up any queries from the reference

Have satisfactory references been received in writing from atleast two persons, with no unanswered queries and copies in writing held on file?

YES

Instructor Vetting Prompt Form



About The Applicant (Cont.)

INTERVIEW

You should always conduct an interview. We would recommend, where possible, ensuring at least one other person is in attendance.

Remember to check;

- Details as given on written form
- Any gaps in details
- Previous work with children/young people – formal and informal
- Why the applicant wants to work in your group/organisation
- Any doubts you have about answers to questions

INTERVIEW NOTES

Interview conducted on

(include time and place)

FOR THE CLUB

Person(s) in attendance;

ABOUT THE APPLICANT

Applicant(s) in attendance;

REMEMBER TO ATTACH INTERVIEW NOTES OR INTERNAL CLUB INTERVIEW SHEET TO THIS FILE.

NOTES OR COMMENTS

© **BMABA Limited** | Not to be reproduced or shared without explicit permission | BMABA.ORG

This form is designed to be used as a prompt only and does not necessarily constitute a thorough or comprehensive vetting / recruitment document. This should be used in conjunction with any other club documents or policy unless it has been properly assessed to be completely fitting to the needs of the club.

Instructor Vetting Prompt Form



About The Applicant (Cont.)

CHECKS & BALANCES

This section should help you ensure you have all the checks and balances regarding this person's professional requirements prior to any offer being made.

PROOF OF GRADE

Has all proof of grade been seen, verified and confirmed?

YES

Detail grades, issuing bodies, disciplines permitted and any other relevant information.

FIRST AID

Have you seen and verified this person's first aid qualification?

YES

If so, detail date awarded, **expiry date**, awarding body and first aid course type.

INSURANCE

Have you seen and verified this person's insurance?

YES

If so, include inception and **expiry date**, indemnity amounts, disciplines (and where appropriate weapons) covered, insurer and any other notes or comments.

© **BMABA Limited** | Not to be reproduced or shared without explicit permission | BMABA.ORG

Instructor Vetting Prompt Form



DBS CHECK

If required for this role, have you seen **in person** this applicant's DBS Check?

YES

If so, state **DBS certificate number**, date of issue, awarding body and any other relevant notes, comments, disclosures or convictions as required.

SAFEGUARDING QUALIFICATION

If required for this role, have you seen **in person** this applicant's safeguarding qualification?

YES

If so, state the awarding body, date of issue, course type and expiry date.

OUTCOME, COMMENTS & NOTES

Include any important notes, comments or observations here, including if any offer of employment has been offered and under what terms.

REMEMBER TO RETAIN ALL DOCUMENTS, CHECKS, REFERENCES AND THIS FORM FOR FUTURE REFERENCE. BACK UP COPIES AND KEEP INFORMATION SECURE.

© **BMABA Limited** | Not to be reproduced or shared without explicit permission | BMABA.ORG