Recruitment Record Template

This template should be completed and filed for each new hire as part of the recruitment compliance process.

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| --- | --- |
| Job Title |  |
| Date Role Became Available |  |
| How Candidate Was Sourced | e.g., Internal referral by \_\_\_\_\_\_ |
| Right to Work Check Confirmation | ☐ Document Verified ☐ Copy Stored ☐ Date: \_\_\_\_\_\_\_\_ |
| Interview Conducted By | Kamran Miah (Director) |
| Interview Notes |  |