RECRUITMENT SUMMARY SHEET

Recruitment adviser:		Academic year:	

Schedule of Appointment

School Supported:	
Current headteacher:	
Priest with pastoral responsibility:	
School group:	

Post:	
Chair:	
Local authority adviser:	
Salary:	

Initial meeting date:	
Initial meeting venue	
Advertising date:	
Publications:	
Applications returned to:	
Closing date for applications:	

Shortlisting date:	
Shortlisting venue:	
Person seeking faith references:	
Person seeking professional references:	

Interview date:	
Interview venue:	
Person trained in Safer Recruitment:	
Date of training:	

Person appointed:	
Start date:	
Arrangements for debrief of unsuccessful candidates:	
Notes(e.g. CPD needs identified):	

Candidate information

Applicant name:	Current position:	Current school:

Shortlisted?		Interviewed?	
Notes:			

Applicant name:	Current position:	Current school:

Shortlisted?		Interviewed?	
Notes:			

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Shortlisted?		Interviewed?	
Notes:			

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