



Burrow Farm House, Stoke Canon, Exeter, EX5 4ED  
08445 618847 [www.fishkids.co.uk](http://www.fishkids.co.uk)

### **Staff File Checklist**

- 2 References, one from current employer (followed up where necessary)
- Copy of Job Application
- Self Disclosure Form
- Emergency Contact Information
- Health Declaration Form
- CRB Disclosure Reference Number, including issue date, details of who obtained it
- Copies of qualifications certificates
- Photo ID check
- Induction checklist
- Supervision records
- Staff Appraisal Forms
- Training records/plan