

**Safer Recruitment – Candidate Online Search Form**

Part One			
<b>Date of Search:</b>		<b>Full Name of Candidate:</b>	
<b>Name of Person Carrying out Search:</b>		<b>Vacancy/ Role shortlisted to:</b>	
Search Process			
<b>Search Engine used:</b> <i>(Use one search engine for all candidates e.g. Google, MS Edge etc.)</i>			
<b>Agreed Search terms within chosen search engine(s):</b>			<i>Tick those that will be completed</i>
"full candidate name"			<input type="checkbox"/>
"full candidate name + current employer"			<input type="checkbox"/>
"full candidate name + current job title"			<input type="checkbox"/>
"full candidate name + previous employer(s)"			<input type="checkbox"/>
"full candidate name + previous job title (s)"			<input type="checkbox"/>
"full candidate name + educational establishment(s)"			<input type="checkbox"/>
<b>Other specific websites checked:</b> <i>(using full name only)</i>			<i>Tick all that apply</i>
LinkedIn			<input type="checkbox"/>
Current Employer's website			<input type="checkbox"/>
_____			<input type="checkbox"/>
_____			<input type="checkbox"/>
Search Results			
<b>As a result of the searches carried out (above) I confirm (select either A or B below):</b>			
a) No concerns were identified <input type="checkbox"/>		b) Concerns have been identified <input type="checkbox"/>	
<b>Where option b is chosen, provide further detail on the nature of the concern(s):</b>			
			<i>Tick all that apply</i>
Inconsistencies between search results and application form			<input type="checkbox"/>
Concern relating to the candidates qualifications			<input type="checkbox"/>
Concerns of a safeguarding nature			<input type="checkbox"/>
Concerns of a reputation risk nature			<input type="checkbox"/>
<b>Has supporting evidence (e.g. screen shots) been captured?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Provide brief explanation of the concerns identified:</b>			
<b>For any information found that warrants further consideration, has this information been verified using a reliable source e.g. references?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>  / /
<b>If yes, date shared:</b>			
<b>Results shared with Recruitment Panel prior to interview?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, date shared:</b>			/ /

*Where concerns are identified, the panel should complete part two of the form during or immediately following the interview/meeting in which the concerns are raised with the candidate directly.*

Part Two			
Date of interview:	/ /	Name(s) of panel members:	
Online Search Results – Record of Enquiries with Candidate			
<b>Provide details of the questions put to candidate in relation to online search results and their response:</b>			
Panel Question:			
1.			
Candidate Response:			
Panel Question:			
2.			
Candidate Response:			
Panel Question:			
3.			
Candidate Response:			
Decision by Panel			
a) All concerns addressed suitably – no further action required			<input type="checkbox"/>
b) Concerns remain			<input type="checkbox"/>
<b>Where option b is chosen above, provide details of any follow-up actions taken by the panel or additional information or evidence ask for from the candidate:</b> <i>(For example, agreed to approach an additional employer for a reference)</i>			
Decision by Panel after follow-up action undertaken			
Date additional information reviewed by panel members and final decision reached:			/ /
Record of panel decision reached regarding suitability for post:			
All concerns addressed suitably – no further action required			<input type="checkbox"/>
Concerns remain following further investigation – no employment offer made			<input type="checkbox"/>
Signed (panel chair): _____		Print name: _____	