



**ADSS Cymru**

Yn arwain Gwasanaethau  
Cymdeithasol yng Nghymru

Leading Social Services in Wales

## Appendix 3

**STRICTLY CONFIDENTIAL**

### All Wales Pledge – Children’s Services Agency Assignment Checklist

<b>Name of candidate</b>		<b>Team</b>	
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#### 1. PERSONAL DETAILS / RIGHT TO WORK UK

STAGES	COMMENTS	Completed	Checked
<b>Birth Cert (mandatory)</b> <b>Passport</b> <b>Driving Licence</b> <input type="checkbox"/> Requested <input type="checkbox"/> Returned			
Name:			
Previous Names:			
DOB:			
Address:			
Proof of Residence:			

#### 2. JOB CATEGORY [In line with the All-Wales Pledge] (please tick relevant box)

<input type="checkbox"/> Social Worker	<input type="checkbox"/> Enhanced Social Worker	<input type="checkbox"/> Team Manager
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#### 3. PAY RATES [In line with the All-Wales Pledge]

Social Worker		Enhanced Social Worker		Team Manager	
Rate:	£	Rate:	£	Rate:	£

4. REFERENCES (checked to ensure appropriateness)			
STAGES	COMMENTS	Completed	Checked
<b>Covering the last 3 years</b> <input type="checkbox"/> Requested <input type="checkbox"/> Returned a) .....      a) ..... b) .....      b) .....			

5. QUALIFICATIONS (checked to ensure appropriateness)			
STAGES	COMMENTS	Completed	Checked
<b>Covering the last 3 years</b> <input type="checkbox"/> Requested <input type="checkbox"/> Returned a) .....      a) .....			

6. DBS			
Disclosure number:			
Date of disclosure:			

7. SOCIAL CARE WALES REGISTRATION			
Registration number:			

8. AUTHORISATION			
A. Appointment checked by Senior H.R. Asst/H.R. Officer (delete as appropriate) B. Commencement date confirmed C. Manager Notified of clearance to commence			

<b>Senior H.R Asst/ H.R. Officer</b>	
<b>Date</b>	