



Alliance Of Independent Care & Support Workers

Hiring Checklist

Item:	Completed:
Prospective Care Worker Identified	
Message sent via the Alliance website	
Reply received from care worker	
Initial Telephone Conversation	
First Interview (where possible we recommend meeting in a neutral location)	
Second interview (if needed)	
Work trial (if needed)	
Confirm working terms (pay, hours etc..)	
Check DBS Certificate	
Check Insurance Documents	
Check References	
Check right to work in UK	
Verbal or written agreement finalised	