**HR Pool Process Flowchart**

**Application to Contract**

Pool Pack is downloaded from HR Website or SharePoint site

You can now send the individual their first schedule and add further schedules of work on to the system for them

Attach qualifications and health clearance

No

HR will create a contract and notify you when this has been done

You can now offer work to the individual and add a first schedule to the Pool system

Complete right to work check and authorisation form and upload completed pack to HR Pool SharePoint site

HR team will add applicant to the Pool and notify you when this has been done

Yes

Pack is completed and returned to School/Service contact

School/Service send pack to applicant for completion

Is this a PTHPL, SSW or Fitness Instructor Pack?