

New Starter Checklist

Employee Name	
Date of commencement	



- Signed employment application form
- Criminal convictions checked/explored
- Proof of Identification
- Evidence of right to work in the UK (see UKBA)
- Offer paperwork – with authority signature
- References – applied _____(employer/date)
- References – applied _____(employer/date)
- References - received
- Uniform ordered/issued
- Security Pass
- IT login/Workstation
- Buddy assigned _____ (name)
- Personal Details (next of kin etc) – signed/dated by employee
- Bank details – signed/dated by employee
- Signed Contract within 8 weeks of commencement
- Holiday entitlement/documentation
- Induction record
- H&S Declaration – signed/dated by employee
- Driving licence copy (for drivers only)
- Probation reviews diarised

- P45 received
- Signed off from probation

Annual file review – remove obsolete content

<i>Date reviewed</i>

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