

New Starter Checklist

Employee Name	
Date of commencement	



Criminal convictions checked/explored



Proof of Identification



Evidence of right to work in the UK (see <https://www.gov.uk/check-job-applicant-right-to-work>)



References – applied _____ (employer/date)



References – applied _____ (employer/date)



References - received



Uniform ordered/issued



Security Pass



IT login/Workstation



Personal Details (next of kin etc) – signed/dated by employee



Bank details – signed/dated by employee



Signed Contract on/before first day of employment



Holiday entitlement/documentation



Induction record



H&S Declaration – signed/dated by employee



Driving licence check (<https://www.gov.uk/check-driving-information>)



Probation reviews diarised



P45 received



Signed off from probation

Annual file review – remove obsolete content

<i>Date reviewed</i>