

Appendix 13 - New Starter Checklist

Please ensure that all the documentation below is retained on the employees' personal file, along with a copy of this form.

NAME:

POST:

REF NO:

CONTRACT LENGTH:

Item	√	Date Checked / Completed	Comment
Application form (From NHS Jobs)			
Reference 1 – Must be from Line Manager at most recent employer			
Reference 2 – Must be from Line Manager of previous employer (Check - Do the references cover 3 years and match what is stated on the application form?)			
Verification of Identity (Copies of photographic documents and evidence of address)			
Qualifications (Copy of certificates to obtained where these are essential for the job)			
Registration with Professional Body (Printout from register or copy of registration card. Confirm registration online)			
Right to Work documents (Check – Has the candidate supplied sufficient documentation to satisfy the 'Right to Work in the UK Check?')			
Right to Work Checklist			
DBS Declaration (To be destroyed once DBS clearance received)			
DBS Clearance (Candidate must provide completed clearance certificate. Once this has been seen and verified, update the DBS portal to state the Certificate has been seen and print a copy of the clearance information. No other old CRB / DBS information should be kept on file)			

Trust Policy



Worcestershire
Acute Hospitals
NHS Trust

Trust Policy

Occupational Health Clearance (Memo from Occupational Health to be retained)			
Alert Letters – If applicable (Check against Alert Spreadsheet on the HR pages of the intranet)			
Conditional Appointment letter			
Unconditional Appointment letter (Signed copy by employee)			
IT User account set up (log a support call through IT Helpdesk)			
IT training and Induction booked (for details of what training is required refer to Training Matrix on the intranet)			
ESR Starter Form (To be completed prior to or on first day of employment - This should be a copy signed by the manager and the employee)			
Signed Contract and Terms and Condition of Employment			
Induction Date (Include departmental induction checklist and check that corporate induction is recorded on Starter Form)			