

## Appendix 13A - New Starter Checklist Director and Director Equivalent

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
Personal File Checklist			
Application form (From NHS Jobs)			
Conditional Offer Letter			
Unconditional Offer Letter			
Qualifications			
Interview Notes			
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?)			
Workplace Health Clearance			
Occupational Health Letter (if required)			
Right to Work ID			
Right to Work Check Checklist			
ID Documents (not right to work)			
Professional Registration Certificate or Pin (if required)			
DBS Clearance (Must be printed out from Atlantic Data & DBS Declaration deleted )			
New Starter Form (ESR 1)			
Pension Form (if required)			
Signed Contract and Terms and Condition of Employment			
Declaration of fitness signed and completed by candidate			

# Trust Policy



Worcestershire  
Acute Hospitals  
NHS Trust

Search of insolvency and bankruptcy register completed (print screen saved on file)			
Search of disqualified directors register completed (print screen saved on file)			
Minutes of remuneration committee kept on file if an individual is deemed suitable despite not meeting Fit and Proper Person requirements			