**Manager New Starter Checklist for Recruitment Documents**

Employment contracts **must** (since April 2020) be issued on or before the person’s first day of work, in line with current legislation.

HR must be in receipt of **all** the recruitment documents below prior to providing a confirmation of offer (agreeing a start date-sent by HR) and contract of employment. Please ensure all originals/signed copies are provided to HR as soon as possible so there is no delay to your new starter starting.

|  |  |
| --- | --- |
| **New Starter Name:** |  |
| **Post Title:** |  |
| **Planned Start Date (if known at this stage):** |  |

|  |  |  |
| --- | --- | --- |
| **Document type** | **Manager check** | **HR Check** |
| * **Original application form**
 |  |  |
| * **Interview notes**
 |  |  |
| * **Completed shortlisting documents x2**

Result of shortlisting (RF6) and Result of interview/successful candidate (RF7) |  |  |
| * **Copy of provisional offer letter**
 |  |  |
| * **Two satisfactory employment references**

These must be the last two employers - check against application form. Not from the same organisation and not a character reference. Please speak to a member of the HR team on 6070 if you need further advice. |  |  |
| * **Eligibility to work in the UK: passport or evidence of NI number plus birth certificate**

Originals to be seen/verified, copied and signed by the manager. |  |  |
| * **Educational certificates that relate to the essential section of the employee profile** Originals to be seen/verified, copied and signed by the manager.
 |  |  |
| * **DBS Clearance - please send the DBS number to HR**
 |  |  |
| * **Manager New Starter Form**

Please confirm start date and time, plus who they will report to on their first day of work. |  |  |
| * **Employee New Starter Form**

Please email this to the employee to complete. This is needed by HR before the confirmation of offer and contract can be issued. |  |  |
| * **Apply for a car permit (if applicable)**

Please use the normal process of applying for car permit (via Kaonet) |  |  |
| * **Bank Details Form**
 |  |  |
| * **HMRC New Starter form**
 |  |  |
| * **P45 (if applicable)**
 |  |  |

Manager signature to confirm completion:

Name: Signed: