

Pre employment Documentation Checklist

Name:

Position:

Manager:

Completed job application form received.	DATE:
Interview.	DATE:
Reference 1 sent. Reference 1 received	Name and Date: Date:
Reference 2 sent. Reference 2 received	Name and Date: Date:
Relevant DBS Clearance for the post received.	Date completed:
Right to work in UK check	Date completed:
Medical check applied for: Medical check received:	Date requested: Date:
Final offer and contract sent. Including copy of job description.	Date:
Contract received and signed:	Date:
Start Date:	
Induction process in place:	