

PRE-EMPLOYMENT CHECKLIST – SUPPORT STAFF

PLEASE COMPLETE AND TAKE WITH THE PACK TO YOUR SCHOOL BEFORE YOUR FIRST DAY OF WORK.

NAME _____

SCHOOL/DIVISION _____

Tick ✓

- 1) **Evidence of a Permanent National Insurance Number (see Pack Ref 1).** Please take your original documentation to the school for verification.
- 2) **Evidence of Right to Work in the UK (see Pack Ref 2).** Please take your original documentation to the school for verification.
- 3) **ID documents** in support of your online **Disclosure & Barring Service** application. Please take your original documents to the school for verification.
- 4) Ensure you have completed your online **Pre-Placement Medical Questionnaire** (details are provided in the pack cover letter).
- 5) Completed P.46 (Optional) or P.45 from previous employer
- 6) Completed **Bank/Building Society Account Details Form.**
- 7) Completed **Diversity Monitoring Form.**
- 8) Evidence of any professional qualifications requested by your school. Please take your original documentation to the school for verification.

Please specify.....

If you are unable to provide any of the above documentation, please call HR Connect on 020 8359 4444 for advice on alternative documentation.

Employee signature.....Date.....

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FOR THE SCHOOL TO COMPLETE.

Please confirm that the following documents have been checked and verified before returning the full pack to HR. Please note that all documents provided must be in the same name. If any document is in a previous name then a copy of a Marriage Certificate or a Deed Poll Certificate must also be enclosed. Failure to provide the requested documentation may result in the school incurring a charge in line with our Traded Service Agreement.

Tick ✓

1. Right to Work in the UK with any relevant documentation from the Home Office or applicable to the employee's right to abode (e.g. Passport – please note that where a Visa is required the personal data page must also be supplied). The **original** has been seen, verified and a copy is enclosed endorsed with the stamp issued by HR.

2. National Insurance. The **original** documentation has been seen, verified and a copy is enclosed endorsed with the stamp issued by HR. Please note that an NI Card on its own is **NOT** accepted.

3. DBS ID documents. Please ensure the online DBS application form is fully completed and that the ID Checker has completed all relevant fields. Please ensure at least 3 forms of identity are supplied and returned with this pack. Guidance notes on accepted documents can be found online.

4. Bank details form. Please note that if no bank details are supplied and HR have to make payments via cheque the school may be charged in line with the 2011/12 Traded Service Agreement.

5. Completed **Diversity Monitoring form**.

6. **Signed application form** and copies of **references**.

7. **Letter of Instruction / SAP New Starter form** with full details of the appointment. This **must** include the start date, position title, salary, hours, weeks per annum, length of contract and any additional information.

If you have any queries please do not hesitate to contact HR Connect on 020 8359 4444.

School signature.....Date.....

THE SCHOOL MUST RETURN THIS COMPLETED CHECKLIST WITH THE PACK.