

Guide 2.5 (T): Pre-Employment Documents Template

New Employee Checklist

| Pre-Employment | |
|--|--------------------|
| Check, copy and file the following: | Date when complete |
| Interview taken place and interview notes filed | |
| Verbal offer made to candidate | |
| Documents to post or email to your new employee | |
| Offer letter created and sent | |
| Contract created and sent | |
| Job description created and sent | |
| Personal details & payroll form | |
| New starter health questionnaire | |
| Data privacy notice | |
| Signed and completed documents to be returned by your new employee | |
| Signed contract of employment | |
| Signed copy of job description | |
| Personal details & payroll form | |

| Check, copy and file the following: | Date when complete |
|--|--------------------|
| New starter health questionnaire | |
| Data privacy notice | |
| Additional documents required from your new employee | |
| P45 | |
| National Insurance number | |
| Proof of entitlement to work in the UK (Passport). A copy of front, back and the ID page is required | |
| Utility bill for proof of address | |