

EMPLOYING YOUR NEW STARTER

Guide 2.5: Pre-Employment Documents and Checks

Before your new starter's first day of work, there are certain documents you need to get from them and check. Please see the details below and the full checklist overleaf.

Proof of Qualifications

During the interview, your new starter said they had a City & Guilds qualification in Food Safety in Catering. This is now when you check this is in fact the case. Ask your new starter to bring in copies of any qualifications they have that are relevant to the work they will do. Take copies and store them securely.

Driver's License

Is your new starter going to be driving for you as part of their work? This could be driving their own vehicle to the supermarket to pick up a few things or driving the company van for you. In both cases, you will need to check that they have a full, clean driver's license. Take a copy of both sides of the license and store this securely with their qualification documents.

If they will be using their own vehicle, you will also need to check that their vehicle insurance covers them for business use. Ask them to bring in their insurance documents and keep a copy. You do not need to do this if they are only using their own vehicle to get to work.

Right to Work in the UK

You are legally required to check a person's right to work in the UK before they start working for you. This applies to all new starters, not just those who are non-UK nationals. If you don't, you could be prosecuted.

There are regulations which specify what documents are acceptable. For most people this will be their current passport. Full lists of what can be accepted can be found in the 'Employing Your New Starters – Right to Work Checklist' guide.

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email enquiries@coldenhr.co.uk and quote your NCASS membership number.