Pre-employment

Checklist

Forms & links: sent via email/Trac system

- New starter Payroll form ☐
- Model Declaration form ☐
- Information Sharing Agreement ☐
- Health, Work and Wellbeing Questionnaire DBS Link ☐
- Current DBS Status ☐
- Reference form ☐

Document evidence

- Upload of ID and UK Proof of address to Identity Service Provider ☐
- Evidence of Right to Live and Work (RTLW) ☐
- Virtual Teams Meeting ☐
- Certificate of Sponsorship (if applicable) ☐
- Evidence of Visa Application in progress ☐
- International Police Check (if applicable) ☐
- Enhanced DBS Certificate ☐
- English Language Competency (ILETS or OETS) ☐
- Higher Qualifications (Degree) ☐
- Referee details for previous 3 years ☐