

Lead Employer – New Starter Checklist

This checklist has been devised to assist you to complete your pre-employment checks, please use this list alongside the guidance document.

Forms	Completed
Completed DBS Link that was sent electronically within Offer Letter	
Health, Work and Wellbeing Questionnaire – to be completed online via the Cohort link provided on email. You will be required to upload any Immunisation and/or Vaccinations information you may have which will speed up this process. Please Submit Health Questionnaire DO NOT SAVE, we are unable to commence checks if you do not submit.	
Payroll New Starter Form – attached to Offer Letter	
New Starter Pack attached to Offer Letter which includes the following forms: <ul style="list-style-type: none"> • Information Sharing Agreement • DBS Consent Form • Applicant Notes (DBS Model Declaration Form A) 	

Please ensure you have provided the following evidence:

Evidence	Completed
ID check: <ul style="list-style-type: none"> • Verified Copies of 2 photo ID and 1 UK address ID – i.e. Passport, Driving Licence and utility bill/bank or credit card statement dated within the last 3 months (no internet downloads accepted) or • Verified Copies of 1 photo ID and 2 UK address ID – i.e. Passport or driving licence and council tax bill (current year 2021 to 2022) bank statement/credit card statement dated within the last 3 months (no internet downloads accepted, Please note we are unable to accept On-Line Bank Accounts as proof or address such as Monzo and Revolut) 	
Evidence of RTLW <ul style="list-style-type: none"> • Verified copies - ID & Proof of Address • European Settlement Scheme (Home Office Letter & Share Code Required) • Visa (previously BRP card) On receipt of your confirmation of Visa Application from Home Office, please Home Office confirmation & Share code to enable team to complete Employers Right to Live & Work online check. 	
Verification of ID Documents: All Photographic & Proof of Address to be verified Verified copies can be obtained by using the Post Office Document Certification Service available at selected Post Office branches https://www.postoffice.co.uk/identity/document-certification It may also be possible to have your documents verified by a Solicitor or Notary, or your current Host Organisation provided this is dated, signed, and supported by a departmental stamp. The Lead Employer is not liable for any costs incurred.	
Certificate of Sponsorship CoS (If applicable please send copy on receipt)	
Evidence of Visa Application (Please forward details of your acknowledgement from Home Office of New Visa Application)	

<p>Certificate of Good Standing /International Police Check: If you have resided outside the UK for more than 12 months (continuously or in total) within the last 10 years you are required to provide a Certificate of Good Standing or a Police Check or Certificate of Good Standing from each of the Countries where you have been a resident. Please use the below link of how to apply and contact details for criminal record checks overseas. https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</p> <p>Please follow this link to the NHS Employers for further clarification https://www.nhsemployers.org/articles/criminal-record-check</p>	
Copy of DBS Certificate	
Evidence of update service subscription *	
Medical Degree – only required if not currently registered with the GMC/GDC	
Advanced Life Support (ALS) certificate**	
MRCP**	
Foundation Competences** (or alternative CREST 2021, Core Comps)	
ARCP**	
Pay Protection ***	

* Please note all General Practice Doctors in Training are required as part of the National Performers List to subscribe to the [update service](#).

**If required on [National Recruitment Person Specification](#).

*** If you think pay protection applies to you please inform us as soon as possible. If you have been recruited into what is designated as a 'hard-to-fill training programme' Guidance is available in paragraphs 46-52 of Schedule 2 of the [2016 Terms and Conditions](#)