

Check List for New Starter

To comply with current regulations & guidelines, please provide the following documentation to Head Office for approval before starting any new employee. You will need to provide a start date for them but would suggest that you allow at least **7 days** to enable all of the checks to be completed at Head Office prior to them starting work. We do not require any new members of staff to complete a trial shift prior to starting work as this would effectively mean that they were employed by us.

- 1) Application form** – make sure that this is fully completed & readable in all sections
- 2) Personal Details Form** – UK sort codes should contain 6 digits e.g. xx-xx-xx, UK bank account numbers should contain 8 digits. NI numbers should contain 9 digits/letters. Make sure that the contact telephone numbers are recorded correctly. A bank statement must be provided to confirm the bank account details and name of account
- 3) Complete a HMRC New Starter form** – Even if they provide a P45 from their previous employer, every new employee must complete the HMRC New Starter form and complete all of the sections. Please pay particular attention to Q9 & 10.
- 4)** If they have a passport then they must supply their passport, original not a copy. If they do not have a passport then they can provide a driving licence or a full birth certificate. They also need to provide a utility bill or bank statement dated within the last 3 months to confirm their present home address. A driving licence cannot be used to confirm a current address if it has been used as an identity document instead of a passport.
- 5) Please also obtain one original document from List A or two from List B.** If you have any doubts about previous employment in the UK, request two documents from List B. This is required to verify that they are entitled to work in the UK. We will also check their right to work using the online Home Office checking service.

Step 2 - Check

You must check that the documents are genuine and that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person's appearance?
2. Are dates of birth correct and consistent across documents?
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (For students who have limited permission to work during term-time, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed.)

5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)

Step 3 - Copy

You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely; electronically or in hardcopy. You must copy and retain:

1. Passports: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
2. All other documents: the document in full, both sides of a biometric residence permit. You must also record and retain the date on which the check was made

Please Note

In order to avoid discrimination claims, employers should ensure that they treat all applicants in the same way at each stage of the recruitment process.

Once all of the above items have been successfully received by Head Office, you will be notified by email to confirm their start date. Please do not employ any new member of staff until this has been received.

If you have any queries at any stage regarding any part of the above, please contact me directly to discuss T. 01604 641020

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