

HR CHECKLIST

Please ensure that you complete and return this checklist to Jack Lewis, Education Centre, Airedale General Hospital, Keighley BD20 6TD along with all new starter forms and associated paperwork. To support the efficient processing of your HR/Payroll record you are asked to ensure that all required documentation is submitted together. Your record cannot be activated until all paperwork has been returned.

Have you returned the following?

DOCUMENT	PLEASE TICK TO CONFIRM INCLUSION	VERIFIED BY HR (HR to initial and date)
New Starter Form		
P46 (must be completed in the absence of a P45)		
P45		
Declaration re Fitness to Practice		
DBS (formerly CRB) Clearance dated within 3 years from an NHS Trust		
NHS Smartcard (if you don't have one, please indicate this here)		
Valid Photographic ID, e.g., Passport / Driving License		
Evidence of right to work in the U.K as detailed in <i>Appendix 1 Documentation Required to Live and Work in the UK (source UKBA)</i>		
Current Address Document, e.g. Utility Bill, Bank Statement, Tenancy Agreement		
Employee Health & Wellbeing Clearance Form + requested supporting docs		
Copy of your last payslip		
Equal Opportunities Monitoring Form (please return in a sealed envelope)		
Signature Card (for Pharmacy)		

ALL MUST BE RETURNED NO LATER THAN MONDAY 27TH JANUARY 2014

PLEASE DO NOT POST ORIGINAL IDENTIFICATION. A PHOTCOPY MAY BE POSTED IN THE FIRST INSTANCE WITH THE ORIGINAL COPY PRESENTED TO ME ON YOUR FIRST DAY.