This Form was created in Word using VF Creator.

Created: 24/01/2018 by the VF Creator team.

VF Creator turns documents created in Word into online forms.

You can view/edit eForm features, after installing the VF Creator add-in. A new VF Creator ribbon will be available which allows you to create/edit eForms.



Please visit [VictoriaForms.com](http://www.formpony.com/)/VF-Creator/ to start creating online forms in Word.

Pre-Employment Checklist

|  |  |
| --- | --- |
| **Name of prospective employee:** |  |
| **Their planned start date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checks framed by law** | **Check done by** | **Date** | **Notes** |
| Identity. E.g. ask to see:* original copies of their passport or driving licence
* a bank statement or utility bill to confirm their name and where they live
 |  |  |  |
| Right to work in UK |  |  |  |
| A Disclosure and Barring Service (DBS) check |  |  |  |
| Does the prospective employee need any special aids/ adaptations at work, whether or not s/he has a disability? |  |  |  |
| Does the prospective employee have a medical condition or disability which may affect his/her ability to carry out the proposed work? |  |  |  |
| Is the prospective employee having, or waiting for, treatment of any kind at present? |  |  |  |
| Has the prospective employee ever left a previous employment through ill-health or a work-related injury or condition? |  |  |  |
| Does the prospective employee have any back, neck or joint problems causing difficulty with standing, walking, bending, lifting and stair climbing? |  |  |  |
| **Optional checks** | **Check done by** | **Date** | **Notes** |
| References |  |  |  |
| Qualifications |  |  |  |