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| Employee Induction Form | | |
| Name: |  | Date joined: |
|  |  |  |
| ***Please read this form and then sign the statement below.***  I have read and understand the current Employee Handbook. I accept that it forms part of my Contract of Employment (except where the contrary is expressly stated) and I will keep myself informed of its contents. I agree that those entitlements and provisions relating to the Working Time legislation (e.g. annual holidays) constitute a Relevant Agreement for the purposes of this legislation. | | |
| Employee Signature: |  | Date: |
|  |  |  |

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| Induction Checklist |

|  |  |  |  |
| --- | --- | --- | --- |
| I have supplied the following documents and information (tick as applicable): | | | |
| TICK | DOCUMENT NAME | COMMENTS | |
|  | P45 or P15/Signature on P46 |  | |
|  | National Insurance Number |  | |
|  | Certificate of Reduced Rate NI |  | |
|  | SSP Leavers Form | *Expiry Date required* | |
|  | SSP Change-Over Form |  | |
|  | DSS Link Letter |  | |
|  | Personal Pension Details | *Contracted out? YES/NO* | |
|  | Bank Details | *Name, Address, Sort Code, Account Number* | |
|  | Emergency Contact | *Name, Address, Telephone, Relationship* | |
|  | Driving Licence | *Expiry Date, Vehicle Groups* | |
|  | Work Permit (non EU residents) |  | |
|  | CPC Card |  | |
|  | CSCS Cards | *Qualifications* | |
|  | Tachograph Card |  | |
| The following handbooks and details have been explained to me (tick as applicable): | | | |
|  | Hours of work, including time recording details, break times | |  |
|  | Working time and rest periods obligations | |  |
|  | Layout of premises, including fire exits, first aid facilities | |  |
|  | Introduction to colleagues | |  |
|  | Welfare facilities including toilets, arrangements for breaks | |  |
|  | Discuss Employee Handbook | |  |
|  | Discuss Safety Handbook | |  |

Disclaimer:

This document is for guidance only and should be adapted in accordance with your Company procedures.

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