**Employee Transfer Checklist**

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| **Employee Name:** |  |
| **Contract:** |  |
| **Date of Transfer:** |  |

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| --- | --- | --- | --- | --- |
| **Document Required** | **Received / Viewed by** | **Date Received / Viewed** | **Copy Retained** | **Notes** |
| Criminal Record Preliminary Declaration Form |  |  | YES / NO |  |
| Current DBS Certificate |  |  | YES / NO |  |
| Employee Confidentiality Agreement |  |  | YES / NO |  |
| Full Employment History Form |  |  | YES / NO |  |
| Employment Gaps Risk Assessment Form |  |  | YES / NO |  |
| New TUPE Starter Onboarding Form |  |  | YES / NO |  |
| Next of Kin Form |  |  | YES / NO |  |
| Driving Licence (copy of front and back) |  |  | YES / NO |  |
| Professional Qualifications |  |  | YES / NO |  |
| Proof of Address x 2 |  |  | YES / NO |  |
| Right to Work Document(s) |  |  | YES / NO |  |
| WTD 48 Hour Opt Out Agreement |  |  | YES / NO |  |
| Medical Fitness Consent Form |  |  | YES / NO |  |