Before The Person Starts Work

New Start Data Collection

Before the person has started their first day at work they must be issued with the following documentation:

1. Offer letter[1] New_Start_Form_2022_XERO.docx
2. New Start Pack[2] Offer Letter_Template.doc
3. Health and Safety Handbook 3Health & Safetly Handbook_2011.pdf

This includes:

- New Start Details
- Medical Questionnaire
- Administration Documentation for Payroll

File Locations on Network Harddrive

1	Offer Letter	Z:\Staff Folder\Administration\Starter Pack\2022\Offer Letter_Template.doc
2	New Start Pack	Z:\Staff Folder\Administration\Starter Pack\2022\New_Start_Form_2022_XERO.docx
3	Health and Safety Handbook	\\192.168.0.10\nethdd\Staff Folder\Administration\Starter Pack\2022\Health & Safetly Handbook_2011.pdf

Revision #3
Created 8 June 2022 16:02:33 by Richard McCombe
Updated 30 October 2023 10:44:20 by Admin