



**Future  
Education**  
Recruitment for Schools

www.futureeducation.co.uk  
contact@futureeducation.co.uk  
0208 256 0910



**Future  
Personnel**  
Recruitment Specialists

www.futurepersonnel.co.uk  
contact@futurepersonnel.co.uk  
0208 256 0919

## INDUCTION CHECK LIST

### PRIVATE AND CONFIDENTIAL

Name: ..... Date joined: .....

Please read this form and then sign the statement below.

I have read and understood the current Employee Handbook. I accept that it forms part of my Contract of Employment (except where the contrary stated) and I will keep myself informed of its contents. I agree that those entitlements and provision relating to the Working Time legislation, e.g. annual holiday, constitute a Relevant Agreement for the purposes of this legislation.

Employee signature: .....

Date: .....

I have supplied the following documentation and information (tick as applicable).  
Details marked \* can be recorded on the back of this form.

- a) P45 or P15/signature on P46
- b) National Insurance number
- c) Certificate of reduced rate NI
- d) SSP leavers form
- e) SSP change-over form
- f) DDS link letter
- g) Personal pension details
- h) Bank details
- i) Emergency contact
- j) Driving license
- k) Work permit (non-EU residents only)
- l) Passport

The following Handbooks and details have been explained to me (tick as applicable).

- m) Hours of work, including time recording details, break times
- n) Explain working time and rest period's obligations
- o) Layout of premises, including fire exits, first aid facilities
- p) Introduction to colleagues
- q) Welfare facilities including toilets, arrangements of breaks
- r) Discuss Employee Handbook
- s) Discuss Safety Handbook

✓ CANDIDATE APPROVED ✓ CLIENT APPROVED ✓ APSCo APPROVED

Not all recruitment  
firms are the same

