

## Factsheet C10: Employer checklist when recruiting a new employee

We have created a checklist that covers what you need to consider and the documents needed before your employee starts working with you. It is broken down into sections (explained in factsheets available at [www.equallives.org.uk](http://www.equallives.org.uk)).

Document / Task	Date completed/received	Copy taken?
<b>Pre-employment Checks</b>		
References (including last employer)		
Disclosure & Barring Scheme check (DBS)		
Proof of right to work in the UK		
<b>Offering the Job</b>		
Job offer letter		
Statement of particulars (SOP)		
<b>Setting up the Payroll</b>		
P45/46		
Employee bank details form		
Registering as an employer setting up PAYE		
<b>Keeping Records</b>		
Timesheets (hours, holiday/sick pay)		
Mileage and expenses (form)		
Holiday		
<b>Keeping Safe</b>		
Health and Safety / Insurance		

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: [info@equallives.org.uk](mailto:info@equallives.org.uk), or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ.

