

STAFF PERSONAL INFORMATION

Part 5: Recruitment and Employment Follow-up *for Office Use only*

*to be completed during and after interview
and as and when needed*

NAME	
POSITION	

To be completed by the admin assistant

INFORMATION / DETAILS AND COPIES OF REQUIRED DOCUMENTS OBTAINED (from original docs)

PLEASE TICK	DESCRIPTION	PLEASE TICK	DESCRIPTION
IMMIGRATION / LEGAL		PAYROL	
	Passport / ID (including a copy of front cover)		NI number
	Citizenship:		P45
	Evidence of EU Settlement approval		P60
	Birth certificate		P46 (for those who do not have P45)
	Driving licence		P38 (for students)
	Sponsorship Licence Tier 2 / biometric card		Bendigo NH ID Badge issued
	Visa (specify i.e. student visa)		Locker Key issued
	Proof of address		
	Other (specify i.e. indefinite leave to remain)		

HEALTH AND SOCIAL CARE ACT REQUIREMENTS **JOB OFFER DETAILS**

a	Criminal Check	Date to commence work	
	DBS First Adult	Position	
	CRB Enhanced Disclosure		
b	References	Rate of pay	£ per hour
	First written reference	Other (specify)	
	Second written reference		
	Verbal reference (if necessary)	e	Health / Vaccination
c	Qualifications and Training	Covid 19 Vaccination	1 st dose Date
	Nursing registration PIN		Covid 19 Vaccine Booster
	RGN PIN – NMC website confirmation		
	Other qualifications (specify)		
	Relevant training certificates		
	Induction		
	English Language / IELTS certificate		
d	Recruitment information completed		
	Employment history, including reasons for		
	If and any gaps in employment history explained		
	Core values questionnaire / test completed		
	Contract of employment signed		
	Other (specify)		

OTHER DOCUMENTS OBTAINED (specify the name and nature of the documents)

a)		c)	
b)		d)	

FURTHER INFORMATION / DETAILS / DOCUMENTS

Right to Work Checklist



Home Office

Name			
Date of Check			
Type of Check	Initial check before employment		
	Follow – up check on an employee		

A physical document check or an online check to establish a right to work can be conducted as from 1st April 2022. Where a right to work check has been conducted using the online service, the information is provided in real-time, directly from Home Office systems and there is no requirement to see the documents listed below.

Physical Check

You must **obtain original documents** from either **List A** or **List B** of acceptable documents for a manual right to work check.

STEP 1 List A

	1	A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.	
	2	A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.	
	3	A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.	
	4	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.	
	5	A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.	
	6	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	
	7	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.	
	8	A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.	
	9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.	
	10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.	

STEP 1 List B
(cont.)

Group 1	1	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	
	2	A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.	
	3	A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question.	
	4	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.	
	5	A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.	
	6	A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.	
	7	A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.	
Group 2	1	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.	
	2	A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.	
	3	An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.	
	4	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.	

STEP 2 <i>Check</i>	You must check that the documents are genuine and that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.					
				Yes	No	N/A
	1	Are photographs consistent across documents and with the person's appearance?				
	2	Are dates of birth correct and consistent across documents?				
	3	Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?				
	4	Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (For students who have limited permission to work during term-time, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed.)				
	5	Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?				
	6	Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)				

STEP 3 <i>Copy</i>	You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely, electronically or in hardcopy. You must copy and retain:		
	1	Passports: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.	
	2	All other documents: the document in full, both sides of a biometric residence permit. You must also record and retain the date on which the check was made.	

STEP 4 <i>Justification</i>	Justification - know the type of excuse you have		
	If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check. The documents that you have checked and copied are from:		
	List A	You have a continuous statutory excuse for the full duration of the person's employment with you. You are not required to carry out any repeat right to work checks on this.	
	List B	Group 1	You have a time-limited statutory excuse which expires when the person's permission to be in the UK expires. You should carry out a follow-up check when the document evidencing their permission to work expires.
	Group 2	You have a time-limited statutory excuse which expires six months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires.	

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check.

 Home Office	Home Office <i>ONLINE</i> right to work checking service
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Currently, the online checking service supports checks in respect of those who hold:

Documents checked ONLINE	Yes	No	N/A
✚ a biometric residence permit; or			
✚ a biometric residence card; or			
✚ status issued under the EU Settlement Scheme; or			
✚ status issued under the points-based immigration system; or			
✚ British National Overseas (BNO) visa; or			
✚ Frontier Worker permit			

There are three basic steps to conducting an online right to work check:

1. use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on GOV.UK) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;			
2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and			
3. retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.			

More information on how to conduct a manual and online check can be found in guidance at [GOV.UK/government/collections/right-to-work-checks-employer-guidance](https://www.gov.uk/government/collections/right-to-work-checks-employer-guidance)

Manager's notes

INTERVIEW NOTES

Complete course of Covid 19 vaccination	
Core Values / Cases	
Record Keeping <i>(Recruitment Information: all relevant parts completed correctly and accurately)</i>	
Reasons for leaving last employment	
Does the applicant know what is the CQC rating of the home where currently or previously worked	
Does the applicant know what is the CQC rating of Bendigo NH	
What specific experience / training does the applicant have <i>(i.e. Venepuncture, care for people with Dementia, etc.)</i>	
What does the applicant consider to be his or her strengths	
What does the applicant consider to be his or her weaknesses	
What does the applicant consider to be his or her training needs	

What would the applicant do if he or she witness unsafe, inappropriate or abusive practice											
What specific skills and attitude does the applicant think are required for nursing / care work											
Does the applicant consider to be a team player											
Applicant's expectations from the job											
If the applicant has dependents: are there childcare arrangements in place											
Preferred shifts / hours per week / weekdays / weekends											
Applicant's questions											
Additional information disclosed by the applicant											
Rate of Pay Agreed whilst on Probationary Period during the first 3 months		£ per hour									
Does the Applicant require to give a notice	YES		NO		<i>If 'YES' how long?</i>		<i>month</i>		<i>weeks</i>		<i>days</i>
	<i>Approximate date to commence work</i>										
Holiday(s) that the Applicant may have already booked	YES		FROM		TO						
	NO										
Personal Attributes / Attitude <i>(write from 1 to 5, where 1 = poor and 5 = excellent)</i>	General Appearance / Presentable										
	Attitude										
	Personality										
	Common Sense										
	Communication Skills										
	Availability / Flexibility										
	Suitability for the Position Applied										
	Other Position may be Suitable for										
Overall											
Job Offer Made <i>(subject to satisfactory DBS and references)</i>	YES		NO								
Residents Involvement in the Recruitment Process											
Further Comments / Additional Notes by the Interviewer											
Applicant Interviewed by									Date		

To be completed by the admin assistant

SICKNESS AND / OR ABSENTEEISM RECORD (Only add the initials (R,Y,G) in the year boxes below)

Key to colour codes	R	<i>Unauthorised absence such as the Employee did not come for work and did call in advance to inform the person in charge / admin staff</i>
	Y	<i>Sickness absence with or without doctors note</i>
	G	<i>Maternity leave</i>

YEAR 1																																		
MONTH	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
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YEAR 2																																		
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To be completed by the admin assistant

SICKNESS AND / OR ABSENTEEISM RECORD (for office use only), cont.

Key to colour codes		<i>Unauthorised absence such as the Employee did not come for work and did call in advance to inform the person in charge / admin staff</i>
		<i>Sickness absence with or without doctors note</i>
		<i>Maternity leave</i>

YEAR 4		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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YEAR 5		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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YEAR 6		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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The following below may be completed by the admin assistant, deputy manager or the manager

EMPLOYEE'S RECORD / PROGRESS NOTES

DATE	TIME	RECORD / PROGRESS NOTES	MANAGER'S / DEPUTY INITIALS