



## MEDICAL HR CHECKLIST

Please ensure that you complete and return this checklist to the Medical HR Department, Belfast Health and Social Care Trust, along with all new start forms and associated paperwork.

Have you returned the following?

| DOCUMENT  | PLEASE TICK TO CONFIRM INCLUSION | VERIFIED BY MEDICAL HR |
|---|----------------------------------|------------------------|
| Personal Information Form   |                                  |                        |
| Bankers Automated Clearance Form  |                                  |                        |
| P46 (must be completed in the absence of a P45)   |                                  |                        |
| P45   |                                  |                        |
| Superannuation Form (or opt out form if appropriate)  |                                  |                        |
| Declaration re Fitness to Practice  |                                  |                        |
| Current GMC (confirming License to Practice) / GDC Certificate (original plus copy)   |                                  |                        |
| Valid Photographic ID, e.g., Passport / Driving License (original plus copy)  |                                  |                        |
| Evidence of right to work in the U.K e.g. Passport of EC Country OR Birth Certificate and Photographic ID, Tier 1 Visa, Residence Permit. |                                  |                        |
| Evidence of Occupational Health Clearance   |                                  |                        |
| Evidence of Access NI Clearance   |                                  |                        |
| Copy of your last payslip / Staff Transfer Form from your most recent NHS Employer  |                                  |                        |
| Declaration re Certificate of Completion of Mandatory Training Modules  |                                  |                        |
| Equal Opportunities Monitoring Form (please return in a sealed envelope)  |                                  |                        |

**ALL MUST BE RETURNED NO LATER THAN FRIDAY 13<sup>th</sup> January 2012**