

UK OFF FRAMEWORK CHECKLIST FOR TRAINED STAFF/NON-TRAINED STAFF

Version 10/22

***** FOR FURTHER GUIDANCE REFER TO THE COMPLIANCE BIBLE (WIKI)*****

NAME:	QUALIFICATION:
DATE:	TEAM:
INTERVIEWED BY:	RECRUITER:

RESOURCE FORM/APPLICATION/PTW/PROOF OF NI/DBS

- ☐ Portal Application Form – which includes the signed terms & conditions/ 5 year address history/PAYE bank details
- ☐ Permission to work (Current and Verified)
- ☐ Trust ID Check (If applicable)
- ☐ Proof of National Insurance

QUALIFICATIONS

- ☐ Training Modules required:
 - Food hygiene
 - Health Safety & Welfare

APPLICATION

I agree that this candidate is compliant and ready to put on Adapt:

Compliance Officer:

Signature:

Date: