

Line Manager Guidance for New Starter Documents

Please see below the checklist of required information to be sent to People Services after **every interview**. A new employee's start date will be delayed if information is not provided in a timely manner as it is essential for completion of our safer recruitment process.

All checks are an essential part of Keeping Children Safe in Education and Safer Recruitment and we have a statutory duty to ensure that we do not employ individuals who are barred from or unsuitable for working with Children.

If you have any queries regarding this template, please contact People.Services@cityofbristol.ac.uk.

Documents required by People Services prior to start date	Reasons why they are needed	Confirmed collection (please delete as appropriate)	If no, please state why
Eligibility to work in the UK (Passport OR birth certificate + NI number)	Legal requirement	Yes / No Scanned / Hard copies	
DBS supporting document (driving licence/birth certificate)	Legal requirement	Yes / No Scanned / Hard copies	
DBS supporting document (proof of address e.g. Bank Statement/Council Tax Bill/Letter from official government agency e.g. HMRC)	Legal requirement	Yes / No Scanned / Hard copies	
Qualifications (certificates that evidence qualifications detailed as essential in the person specification)	To authenticate competence and comply with awarding bodies	Yes / No Scanned / Hard copies	
Offer of employment and Interview notes from each member of the panel	Legal requirement & evidence safer recruitment process followed.	Yes / No Scanned / Hard copies	

If this has been sent through via email, please delete any copies once HR have confirmed receipt.

Line Manager Signature:

Date