

# Personnel File Checklist

Name		
Date of Birth		
Address		
Telephone Number		
Occupational Health Check	Date: Outcome:	
Reference Check Minimum 2 covering last 3 years employment	Ref1  Ref2	
Professional registration check <a href="http://www.gmc-uk.org">www.gmc-uk.org</a> <a href="http://www.nmc-uk.org">www.nmc-uk.org</a> <a href="http://www.hpc-uk.org">www.hpc-uk.org</a>	Date of check: Reg number: Outcome:	
Qualification verification	Qualification verified	
Identity Check 2 forms of photo ID and 1 address OR 1 photo and 2 address See NHS employers verification of ID Check suitable documents	Documents checked inc numbers i.e. passport number	
CRB Check	Date applied for:  Outcome:	
Performers list check for GPs	CCG Status Signed	
Right to work in the UK check See NHS Employers Right to Work in the UK for suitable documents	Document checked:	
Contract Issued date	Issued: Signed:	
HEP B Status – clinicians only		
MDU Cover	Policy number: Renewal date:	